



WEDDING & EVENT COORDINATION

2025 Package Guide




Welcome!




First, I want to thank you for thinking of Fiestas by Emily for your special celebration! Fiestas by Emily is a Latina-owned and operated event coordination company based in the San Fernando Valley. Since 2022, we have coordinated weddings all over Southern California.

Contact Info

 info@fiestasbyemily.com

 www.fiestasbyemily.com

 (818) 305-5440

 @fiestasbyemily

Whether you want to be hands-on or hands-off, our goal is to provide you with valuable insight, attention to detail, and most importantly a stress-free experience.

Keep reading to learn more about our services and pricing!

About Me



I'm Emily Lopez, and I'm the owner and lead coordinator of Fiestas by Emily. Born and raised in the San Fernando Valley. I love traveling, listening to podcasts, and playing with my dog, Listo!

For the past 6 years, I've honed my event management skills working in corporate and nonprofit events. With Fiestas by Emily, I now bring that experience and expertise to my clients. I specialize in wedding day-of coordination because I thrive on the excitement and adrenaline of assisting couples during one of the most special days of their lives.

My goal is to support clients so they can spend more time with family and friends during their special celebrations. We're excited to be part of your story and can't wait to turn your dream event into a cherished memory!

Emily Lopez

OWNER, FIESTAS BY EMILY

FIESTAS BY EMILY

2025 PRICING

Essential Package

- Point of contact for vendors 8 weeks before the event
- Three Virtual/In-Person Meetings:
 - Initial Consultation
 - Venue Walk-Through
 - Virtual Check-in Meeting
- 1-hour ceremony rehearsal
- Creation of a customized floor plan and day-of timeline to be distributed to necessary vendors
- Review vendor contracts, confirm logistics, and manage on the day
- **8 consecutive hours** of day-of support from a lead coordinator and assistant
 - Event set-up (placing guest book, table numbers, signage, centerpieces, and other small decor/personal items)
 - Help the wedding party with final touches
 - Access to coordinator's emergency kit
 - Keep track of timeline and maintain the flow of events
 - Distribution of final vendor payments and tips
 - Pack up any personal or rented items, gifts, etc. at the end of the event

Starting at \$1500

Premier Package

- Point of contact for vendors 8 weeks before the event
- Three Virtual/In-Person Meetings:
 - Initial Consultation
 - Venue Walk-Through
 - Virtual Check-in Meeting
- 1-hour ceremony rehearsal
- Creation of a customized floor plan and day-of timeline to be distributed to necessary vendors
- Review vendor contracts, confirm logistics, and manage on the day
- **Access to our decor inventory (easels, card box, lanterns, candle votives, & more)**
- **Up to 12 consecutive hours** of day-of support from a lead coordinator and assistant
 - Event set-up (placing guest book, table numbers, signage, centerpieces, and other small decor/personal items)
 - Help the wedding party with finishing touches
 - Access to coordinator's emergency kit
 - Keep track of timeline and maintain the flow of events
 - Distribution of final vendor payments and tips
 - Pack up any personal or rented items, gifts, etc. at the end of the event

Starting at \$2000



@fiestasbyemily



www.fiestasbyemily.com



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How To Book

1

INQUIRY FORM

Provide your event details so that we can determine availability and service needs: bit.ly/QuoteFBE

2

COMPLIMENTARY CONSULTATION

After submitting the inquiry form, schedule a virtual meeting so we can discuss your wedding plans & prepare a custom proposal after our meeting.

3

CUSTOM PROPOSAL

Our proposal includes an overview of the agreed-upon services, invoice, contract, and online payment method for the 50% booking deposit.

4

BOOKING CONFIRMATION

After paying your deposit and signing our contract, your event is officially on our calendar! You'll receive our new client packet with important details & to-do lists. Feel free to contact us for any urgent matters!

5

PACKAGE STARTS

Our packages begin 8 weeks before your event date. We'll schedule our initial consultation as our first official meeting!



This overview details the step-by-step booking process that potential clients should follow.



Travel Fees

For all events taking place 30 miles or more from 91607, the following fee schedule will apply for our standard packages.

30 - 50 miles

\$100

50 - 70 miles

\$175

70 - 90 miles

\$225

Destination

All events taking place beyond 90 miles from 91607, additional fees are applicable, such as hotel stay for 1-2 nights pending complexity.

Hotel accommodations (1 room with 2 double beds for 1-3 days or 2 rooms with 1 double bed for 1-3 days) are required within 10 – 15 miles of site in a safe location for Consultant and staff working the event(s) for any events located further than 90 miles from 91607.



Contract Guidelines

RETAINER

An initial 50% retainer and a signed contract must be secured prior to any services being performed by Consultant. The first payment is a non-refundable booking deposit. At a minimum, Client agrees that the retainer fee fairly compensates Consultant for committing to provide services and turning down other potential clients.

CONTRACTED PACKAGE

Includes all services described in selected package. Details reviewed and distributed to clients.

Any additional services/products requested by the client incurred by consultant will be billed directly to client at cost. All services contracted cannot be deducted, but additional services can be added. For your convenience, credit card payments to Consultant can be made through HoneyBook. Cash and checks can also be accepted by client request.

EXPIRATION

This agreement will terminate automatically upon completion of services required by this contact.

PROVIDED DOCUMENTATION

All documentation created and provided to client is owned and copy written by Consultant and cannot be used or given to any other 3rd party.

CLIENT/CONSULTANT COMMUNICATION

Contract allows for two points of contact. If more parties wish to privy to Consultant communication, additional fees will apply. It is your responsibility to notify Fiestas by Emily of any changes in a timely manner. Fiestas by Emily shall not be held liable for any changes made by you or your selected service providers.

EXTERNAL VENDORS

It is the Client's responsibility to provide Fiestas by Emily with invoices, contracts, contact information, and any scheduled timetables for all service providers involved in the event production no later than 21 days prior to the contracted event date.

**This section is
dedicated to
outlining our
essential contract
guidelines.**

**Please note that
our contract is
subject to change.**



Contract Guidelines

UNUSED MEETING TIME

The Client acknowledges and agrees that any scheduled meeting time allocated for the wedding planning process that is not utilized by the client shall not be reimbursable or refundable. This includes, but is not limited to, consultation meetings, check-in meetings, and other planning-related discussions.

The Consultant shall make every reasonable effort to accommodate the Client's scheduling preferences and ensure that meeting times are utilized effectively. However, the Client acknowledges that any last minute cancellations, whether due to client availability, changes in plans, or other reasons, shall not result in a refund or credit. Furthermore, if the client does not attend the scheduled venue walk-through without providing advance notice, the Consultant reserves the right to require an additional meeting, and any associated costs shall be the responsibility of the client.

The Client further understands that the Consultant's time and expertise are valuable resources, and the agreed-upon fees for services are based on the scope of work outlined in this contract. Any unused meeting time shall be considered part of the overall service and shall not be subject to reimbursement or reduction in fees.

ATTIRE

All associates of Consultant will wear proper black or brown attire on the day of event.

Day of Management/Consultant will be a Lead Coordinator and if necessary, a team member of Consultant who will be present and manage day of activities.

OVERTIME

Additional unplanned and/or un-contracted services (such as, but not limited to, day of event extension of time, services outside of scope of agreement, management of non-wedding day activities, etc.) are considered overtime and will be billed with notification and consent at the rate of \$300 per hour for one lead coordinator and one assistant coordinator. Additional fees will apply for additional assistants.

DAY-OF SPLIT HOUR FEE

It is understood that Consultant will perform, by default, day-of event services within an agreed consecutive timeframe. Should the Client require services to be separated into two timeframes on the day of the event, a split hour fee of \$75 shall apply.

UNEXPECTED DAY-OF COSTS

Any purchased items on behalf of client for day of event or prior will be billed directly to client at cost of goods. Consultant will provide itemized receipts to Client if possible. If extensive travel (more than 15 miles) is required beyond arriving to event location, client will reimburse Consultant's mileage at \$0.65 per mile. Reimbursements must be fulfilled no later than 24 hours after event services have concluded.

Contract Guidelines

MEALS & BREAKS

A hot meal is required for events over 6 hours for each Fiestas by Emily associate. If no meal is provided, the Consultant reserves the right to leave the event for at least 30 minutes to purchase a meal. The Consultant and its associates are allowed to rest for a short period not exceeding 15 minutes every 2 hours.

INSURANCE

If event location has insurance requirements that exceed the Consultant's current policy, Client will be responsible for the costs of acquiring one-day event insurance.

LIABILITY

It is understood that Consultant is only liable for services completed and provided by Consultant and cannot be held liable for the services of other contracted vendors. It is understood that in no event shall Consultant be liable for consequential damages of any kind.

Fiestas by Emily will use professional judgment when taking action in regards to any changes, weather, tardiness, or non-performance based on the situation, limitations, and/or your requests.

CANCELLATION POLICY

If event is canceled by the client, no portion of the deposit paid to Consultant will be returned. If event is canceled less than 2 weeks before date, 2nd payment will be required to compensate for hours of service already rendered and loss of event date. If the event is postponed, services contracted can be applied to a new date if available (refer to Postponement Policy).

Consultant is not responsible for Acts Of God, Natural Disasters, an Act Of Government such as A Declaration of National or Local Emergency, or Other Incidents Not within the control of the Consultant, i.e. accident, death in the family, illness, pregnancy, or sudden tragic circumstance. In such a situation, Consultant will obtain, upon approval of the client, a qualified professional replacement to fulfill Consultant's obligations under the contract. If Consultant withdraws or revokes services, Client will be refunded any unearned fees, funds in excess of unused or non-refundable fees and out of pocket expenses.

POSTPONEMENT POLICY

If event is postponed, all services will cease at time of notification of postponement if no determined new date is provided. Payment schedule will be determined and readjusted post new event date notification. If client requires services to resume, post new event date being established, second payment will be required at time of service re-start. Client must confirm that Consultant is available prior to rescheduling venue and other external vendors.

Contract Guidelines

CONTRACTED VENDOR & PAYMENTS

Any rentals and/or subcontracted vendors contracted on behalf of client will be paid in full to Consultant directly at requested deadline. Proper notice will be provided per cost.

DAMAGE OR LOSS OF ACCESSORIES

Client agrees to exercise all due care in caring for, and preserving the property of Consultant. Clients shall remain responsible for all loss or damage to rentals, up to and including actual replacement value for each missing or damaged item per cost.

PAYMENT SCHEDULE & METHOD

For your convenience, payments can be made online via HoneyBook.com using a valid credit card or bank account transfer. Otherwise, payment is to be made by cash or check.

50% initial retainer due upon completion of the signed agreement for services. The entire proposal cost must be paid two weeks prior to the event date in order for Consultant to perform services

APPROPRIATE CONDUCT/SAFE WORKING ENVIRONMENT

The Client(s) expressly agree(s) to take best efforts to provide Consultant and Consultant's staff with safe and appropriate working conditions. In the event of circumstances deemed by either Consultant or a bystander to present a threat or implied threat of injury or harm to Consultant staff or equipment, the Consultant reserves the right to cancel all services remaining under this Agreement and leave the event.

At the Consultant's discretion, the Consultant may enact a three-strike policy. After the first offense, the Consultant will make reasonable efforts to notify the Client(s) or a responsible party. If the Client(s) is/are able to respond to the threatening situation in a reasonable amount of time (maximum of 15 minutes), Consultant shall resume work in accordance with the original terms of this Agreement. If the threatening behavior occurs for a second time, the Client(s) will agree to remove the offending person for the remainder of the event. If the behavior occurs a third time, the Consultant will immediately leave the event.

If the Consultant leaves the event early due to any offending behavior, the Client(s) expressly agree to relieve and hold Consultant harmless as a result of incomplete event coverage, or for a lapse in the quality of the Consultant work, and the Client(s) shall be responsible for payment in full.

GENERAL PROVISIONS

If legal action is necessary to enforce the terms of this contract the prevailing party shall be entitled to reasonable attorney fees in addition to any other remedies to which that party might be legally entitled. The laws of California govern all matters arising out of or relating to this Agreement, including torts.

Let's Get Started!

I'm excited at the opportunity to work with you on such a special occasion. Our services have helped many couples enjoy their wedding day and we hope to do the same for you!

If you haven't already done so, please fill out our inquiry form so we can confirm availability and learn more about your wedding plans. The next step is to schedule a complimentary meeting where we'll discuss your event in detail and select a package that best fits your needs.

[FILL OUT INQUIRY FORM](#)

[SCHEDULE A CALL](#)

Thank you for considering Fiestas By Emily for your wedding day!

If you have any questions regarding our services, please do not hesitate to contact me.

Emily



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