



## **Day of Coordination \$925**

This package offers support and management for already planned weddings. We are there to ensure everything goes smoothly the actual **day of** the wedding. Wedding couples can enjoy planning the wedding day and then hand it over to professionals to make sure it all gets executed seamlessly. With coordination services, you can focus on the special moments between you and your husband and party it up making memories that'll last a lifetime with family and friends.

We will meet once hired and discuss goals and details. Months prior to the wedding we will finalize details and send out timelines to vendors.

- Initial meeting with Heavenly Weddings Planner
- Our vendor recommendations
- 1 hour design consultation
- Contact all vendors individually to ensure install time/delivery
- A meeting a month before your wedding to over all details
- Create master pre-discussed Wedding Day Timeline
- Direct 1 hour Rehearsal
- Arrive to Venue as early as 9am
- Ensure all deliveries are on time
- Assist with décor installation
- Handle any last minute tasks
- Direct Ceremony
- Help Bridal party information and give aisle cues
- Assist with Ceremony and Reception turn around
- Direct Reception
- Assist with Wedding timeline to ensure all goes as planned
- Assist with Bride and Groom send off
- Oversee and run the event from the arrival of the first vendor until takedown is complete

### **Partial Planning + Coordination - \$1,299**

Partial Planning is for couples who have already started planning their wedding, but who feel like they need professional advice for a few things. They may need help with catering, décor or need a professional to help navigate contracts and vendor meetings.

- 3 meetings with Heavenly Weddings Planner
- Our vendor recommendations
- Assist with booking vendors
- 2 hour design consultation
- Unlimited contact with Heavenly Weddings Planner
- Create pre-discussed lineup for Rehearsal
- Direct and manage 1 hour Rehearsal
- Arrive to Venue as early as 9am
- Ensure all deliveries are on time
- Assist with décor installation
- Assist bridal party of any / all duties
- Handle any last minute tasks
- Direct Ceremony
- Direct Wedding timeline to ensure all goes as planned
- Assist with Bride and Groom send off
- Oversee and run the event from the arrival of the first vendor until take down is complete

#### **In- depth Planning and Guidance**

- Discuss Cost and Budget
- Review Ideas and Vision of Wedding Day
- Review Style, Theme, Color Choices, and Size of Wedding Day
- Discuss ideas and suggestions to compliment your style
- Vendor referrals that fit your needs and budget
- Customize task list after meeting
- Determine your goals for the wedding
- Create a personalized design concept

#### **Midway Planning and Guidance**

- Review venue and discuss floor plan, layout, etc.
- Review vendors and their services
- Customized list of items needed
- Discuss any additional services needed
- Provide revised task list after meeting
- Answer any questions or concerns with Wedding Day

#### **Final Planning and Guidance with Review of Overall Plan**

- Review all contracts and discussion to ensure no detail has been overlooked
- Finalize vendor list and time of deliveries
- Discuss items needed in Timeline
- Discuss Wedding Ceremony, design and style as well as music selections
- Design and supply detailed timeline
- Design Floor plan for Reception
- Wedding ceremony consultation, guidance and design

#### **Wedding Rehearsal**

- Wedding Consultant will direct/attend for one hour
- Direct rehearsal flow, advise, coordinate, and suggest ceremony details
- Discuss responsibilities of rings etc.
- Transport items from rehearsal to wedding (size limits apply)

#### **Wedding Day**

- Wedding Consultant will arrive as early as needed to venue to help
- Oversee vendor arrival
- Ensure decor is set to plan
- Transport items from ceremony to reception (size limits apply)
- Direct reception & ceremony flow
- Distribute remaining payments to vendors
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues, etc. As needed
- Direct Bride and Groom Exit
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons
- Help Bridal Family with clean up and tasks

### **Full Planning and Design + Coordination**

**Starting price \$2,400+**

- Unlimited meetings with Heavenly Weddings Planner
- Unlimited contact with Heavenly Weddings Planner
- Will attend 3 (outside) Vendor Meetings
- Our vendor recommendations
- Booking of all vendors
- 2 hour design consultation
- Create pre-discussed lineup for Rehearsal
- Direct and manage 2 hour Rehearsal
- Arrive to Venue as early as 9am
- Ensure all deliveries are on time
- Assist with décor installation
- Assist Bridal party of any / all duties
- Handle any last minute tasks
- Direct Ceremony
- Direct Wedding timeline to ensure all goes as planned
- Assist with Bride and Groom send off
- Oversee and run the event from the arrival of the first vendor until take down is complete

Just engaged and already overwhelmed? Then this package is for you! You've never planned a wedding before anyways right? This full planning package is designed for the wedding couple that wants very minimum to do with the actual design and planning of their BIG day. I will take care of everything you need me to do! I will actually call all vendors needed for your big day and take care of everything needed to ensure a perfect stress free day!

#### **In- depth Planning and Guidance**

- Discuss Cost and Budget
- Review Ideas and Vision of Wedding Day
- Review Style, Theme, Color Choices, and Size of Wedding Day
- Discuss ideas and suggestions to compliment your style
- Vendor referrals that fit your needs and budget
- Customize task list after meeting
- Consultant will attend up to 3 Client meetings
- Consultant will attend up to 3 Vendor meetings
- Determine your goals for the wedding
- Create a personalized design concept
- Assist with design of Wedding cake / dessert choices
- Assist with booking all vendor appointments
- Will assist with booking hair and makeup appointments
- Will assist with booking spray tans, etc. appointments

### **Midway Planning and Guidance**

- Review Venue and discuss floor plan, layout, etc.
- Review Vendors and their services
- Customized list of items needed
- Discuss any additional services needed
- Provide revised task list after meeting
- Answer any questions or concerns with Wedding Day

### **Final Planning and Guidance with Review of Overall Plan**

- Review all contracts and discussion to ensure no detail has been overlooked
- Finalize Vendor list and time of deliveries
- Discuss items needed in Timeline
- Discuss Wedding Ceremony, design and style as well as music selections
- Design lineup of wedding party and discuss cueing
- Design and supply detailed timeline
- Schedule and attend on-site planning meeting with Venue
- Schedule and attend on-site planning meeting with Vendors
- Design Floor plan for Reception
- Wedding ceremony consultation, guidance and design

### **Wedding Rehearsal**

- Wedding Consultant will attend for one hour
- Direct Rehearsal flow, advise, coordinate, and suggest ceremony details
- Discuss responsibilities of rings etc.
- Transport items from rehearsal to wedding (size limits apply)

### **Wedding Day**

- Wedding Consultant will arrive as early as needed to Venue to help
- Oversee Vendor arrival
- Ensure decor is set to plan
- Transport items from ceremony to reception (size limits apply)
- Direct Reception & Ceremony flow
- Distribute remaining payments to vendors
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues, etc. As needed
- Direct Bride and Groom Exit
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons
- Help Bridal Family with clean up and tasks

\*prices valid April 1, 2018