

# SEPP

## SPRINGFIELD EVENT PLANNER

EVENT COORDINATION, WEDDING PLANNING, PARTY PLANNING

### Wedding Coordinating Packages 2024

Planning the most important day of your life shouldn't be done alone. Let us assist in the details, coordinating, and correspondence of your big day and help work with you to ensure it's all that you ever dreamed and more!!



# *Full Planning & Event Supervision Package \$2400*

**\$400 non-refundable deposit required to reserve your date.**

Includes 2 Professional Event Coordinators for your event for your Rehearsal and Ceremony/Reception!

This package is for the bride that wants guidance from start to finish or who isn't interested in all of the appointment and detail elements that are involved with planning and would like someone to finalize certain details for her. It covers all of the details that go into making a wedding truly memorable.

The full planning wedding package includes:

- \*Initial consultation with the bride and groom
- \*Unlimited phone and email availability during business hours (10:00 am - 8:00 pm)
  - \*At least three planning meetings between clients and planner
  - \*Help to prepare and understand a budget
  - \*Prepare a schedule/timeline and checklist
- \*Assist with site tours, selection and booking of ceremony and reception venues
  - \*Assist with selecting a color scheme, theme and style of the wedding
  - \*Answer etiquette questions
- \*Assist with selection of wedding attire and accessories, accompaniment to fittings if desired
  - \*Help with finding, negotiating, and booking suitable vendors. We will schedule appointments and accompany clients to up to three meetings per vendor category
  - \*Coordinate with vendors to ensure services/products are provided in a timely manner
- \*Ongoing updates and consultation with clients about Vendors services/products
  - \*Assist with the choosing of invitations
  - \*Assistance with tracking RSVP's and who will be attending
  - \*Ceremony planning
  - \*Prepare itineraries to be provided to vendors
- \*Final walk-through with client at selected sites month of the wedding
  - \*Final timelines prepared the month of the wedding
  - \*Final consultation with vendors the month of the wedding

\*Final meeting covering all details with the client, the month of wedding and the week prior to the wedding. This two hour planning meeting will include:

\*\* Ceremony planning, processional, recessional, placement

\*\* Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors

\*\* Final walk-through with client at selected sites week of the wedding (meeting should include decorators if possible)

\*\* Collection and inventory of wedding items to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

**\*This package includes everything in the Final Stages Wedding Wrap Up Package as well!**

## *Partial Planning and Event Supervision Package \$1750.00*

**\$350 non- refundable deposit required to reserve your date.**

Includes 2 Professional Event Coordinators for your event for your Rehearsal and Ceremony/Reception!

Are you feeling overwhelmed with the effort of incorporating the planning and design of a large event into your busy life? Work with one of our Senior Event Coordinators to find a customized package somewhere between “Full Planning” and “Final Stages Wrap Up” that works for your individual needs. This highly customizable package is perfect for the clients that want to be actively involved in managing their own planning process but are seeking expert advice and the support of a partner that will make sure every moment spent on planning is maximized. You need a road map to the planning process and a partner to lean on with questions, challenges and to make sure no detail is missed.

Customizable Options:

\*Venue Selection & negotiation

\*1 Initial planning meeting to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives

\*Create a comprehensive budget projections and planning timeline for clients enabling them to stay on track and on budget



\*Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, transportation, event insurance, and more based on style, availability, and price

\*Streamline and make vendor introductions via email so client can make appointments with vendors based on their availability – a specified number of meetings to attend vendor meetings of client's choice

\*Review vendor contracts and make recommendations

\*Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting

\*Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event

\*Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception

\*Advisement on etiquette and troubleshooting any challenges that come up while planning

Unlimited email correspondence throughout the planning process

\*This package includes everything in the Final Stages Wedding Wrap Up Package as well!

## *Final Stages Wedding Wrap Up Package \$1400*

**\$300 non- refundable deposit required to reserve your date.**

Includes 2 Professional Event Coordinators for your event for your Rehearsal and Ceremony/Reception!

Work with one of our highly trained Senior Event Coordinators in the final 3 months prior to your event to implement your event smoothly and effectively.

This Wedding Package includes:

Rehearsal

\* Consultations with bride and groom to find out information about their wedding and determine how they wish the wedding to flow

\* Preparation of a rehearsal and wedding day timeline, distribution of timeline to vendors/wedding party

\* Direct or assist with rehearsal in partnership with or in lieu of officiant at the rehearsal (up to two hours)

- \* Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
- \* Consultations with bride and groom to find out information about their wedding and determine how they wish the wedding to flow
  - \* Preparation of a rehearsal and wedding day timeline, distribution of timeline to vendors/wedding party
  - \* Direct or assist with rehearsal in partnership with or in lieu of officiant at the rehearsal (up to two hours)
- \* Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

### Wedding Day

Logistics Coordination - Create a complete production and event timeline for event, create Vendor Contact Sheets, and distribute to all Vendors

Timeline Planning Meeting - We'll review all last-minute details and logistics of the event - walk thru at the event venue to discuss floor plan, flow, etc. if needed with caterer, venue contact, décor team and complete the event implementation detail checklist.

Production - Attend overseeing and directing the ceremony and reception, set-up, implementation and strike (up to 2 hours Rehearsal, up to 10 hours Day Of)

Manage all moving pieces of the event - Direction of vendors, attend guest needs and inquiries, trouble-shoot challenging situations, etc.

Late Night Wrap Up - Return Bridal Checklist Items to Bridal Suite prior to end of service - or pack in car of pre-designated friend or family member

Event Emergency Kit - It's Huge and you want it, lots of things from weddings over the years that came in handy or would have! Ask us what the weirdest thing in there is and you'll be surprised!

Staff - to include your Springfield Event Planner Senior Event Coordinator + 1 highly trained Event Coordinator Assistant.

## *Hire a Coordinator Hourly for Day Of*

**\$100/hour, 4 hour min**

Initial Consultation is always no charge to you! We have a minimum of 4 hours for Day of Rate for a Wedding.

Want an assistant EC (Event Coordinator) to help the Lead Event Coordinator with your day of itinerary? \$25/hour rate.

**\*\***(Additional EC's are required for guest count 100+ or 10+ wedding party, and/or larger decor/set up needs as assessed in consultation.)

## *Day of Wedding Coordinator Package \$900*

**\$200 non- refundable deposit required to reserve your date.**

Rehearsal Coordination (Up to 1 Hour)  
Up to 12 Hours of Event Management  
Assistance with Set Up and Tear Down  
Vendor Check-in  
Usage of Wedding Emergency Kit  
Email/Text access for questions!  
One Venue Visitation Meeting  
Timeline Creation  
Layout Creation

## *\* Wedding Officiant/Minister \**

**\$200 Wedding Only \$250 Wedding + Rehearsal**

**\$50 non- refundable deposit required to reserve your date.**

You deserve a wedding day as unique as you are, your ceremony should be no exception! Its the most important and symbolic moment of your day, we want to create a custom and perfect ceremony for you. Personalized Ceremonies by a very experienced and Licensed Wedding Officiant.