



Wedding

Springfield Event Planner

2025 Pricing Guide

Photo: Chenoweth Creative

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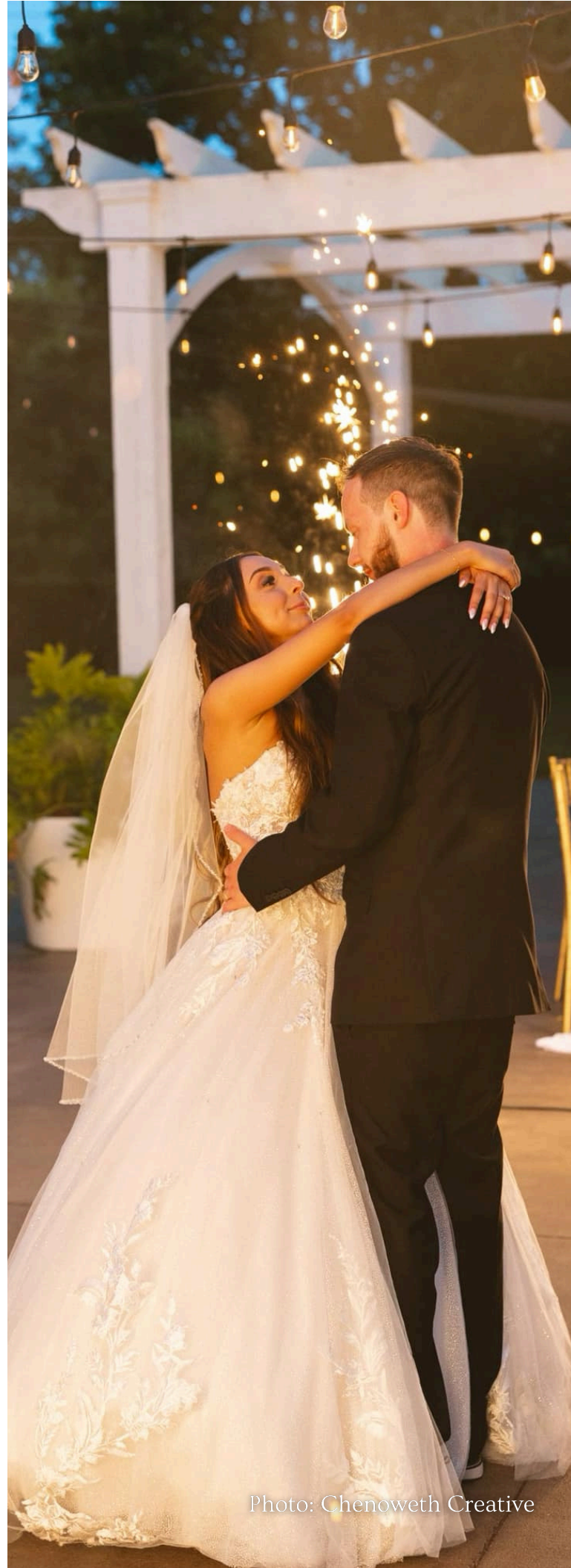


Photo: Chenoweth Creative



About Us

Super Organized, Highly Detailed, Logistic Coordinators

Party Planning has been a passion of mine since childhood. Planning my own wedding and doing corporate event planning ignited a passion in me for events and weddings. I love to make your event personalized and unique but true to your dream and vision. Thru visual touches, and organization of details, our team of professionals can blow you away thru the planning and especially on your event day!!

When you work with Springfield Event Planner you get the years of knowledge, skill, style, and vendor relationships of business. Our collective individualism and attention to detail have made us and our clients so successful in planning and designing events.

At Springfield Event Planner we help you manage your big ideas and your smallest concerns to ensure you are stress-free and enjoying every moment of your special event! These types of memories last much longer than the toasts!



SPRINGFIELD EVENT PLANNER

EVENT COORDINATION, WEDDING PLANNING, PARTY PLANNING

CONTACT US

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PLANNING

COORDINATION

DECOR PLANNING

EVENT PRODUCTION

PRICING & SERVICES

SERVICES	DAY OF COORDINATOR	THE PLANNER PACKAGE	PARTIAL PLANNING	FULL PLANNING
Rehearsal and up to 12 hours Day of	✓	✓	✓	✓
Set Up/ Tear Down/ Decor help	✓	✓	✓	✓
Access to questions, Vendor Referrals	✓	✓	✓	✓
Access to Client Closet, Preferred Vendor Offers		✓	✓	✓
Customized Personal Planner for Quinceanera to keep track of info		✓	✓	✓
Budget Planning, Vendor Meetings and Assistance with Planning			✓	✓
Personalized Consultations for Timeline Planning, Decor Planning, and Finalizing Meetings				✓
	starting at \$1000	starting at \$1500	starting at \$2000	starting at \$2500



Wedding Packages 2025

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 \$2500

Includes 2 Professional Event Coordinators for your event.

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

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
- *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
- *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 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)

Partial Planning and Event Supervision Package \$2000.00

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

Includes 2 Professional Event Coordinators for your event.

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

*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

The Planner Wedding Package \$1500.00

**Type A Personality- This is your package! Work with a highly trained coordinator in the final 3 months prior to your event to implement your event smoothly and effectively. This allows us to take over all details, wrap up loose ends and assist with all final details!*

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

Includes 2 Professional Event Coordinators for your event.

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Communications & Check-in

Usage of Emergency Kit

Email/Text access for questions!

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:

- * 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

Day of Coordinator Wedding Package \$1000

\$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 for Timeline Creation/ Layout Creation

Hire a Coordinator Hourly for Day Of

\$50/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 Quince.

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

Terms / Additional Costs

** (Additional Staff is required for guest count 100+ or 10+ Quince party, and/or larger decor/set up needs as assessed in consultation.)

** Cleaning/Trash is not included, staff can be hired for this and is an additional cost.

After Hours Pick Up/Drop Off Fee - \$100.00 (Up to 2 hours or 1-2 Vendors, for numerous Vendor returned items additional charges may be assessed)

Add Ons

ADD ON SERVICES

Additional Staff

(outside of 2 provided per wedding)

\$50/hour Lead Coordinator

\$30/hour Assistant Coordinator

FAQs:

How many additional staff are needed?

up to 2 coordinators can handle most wedding set up/

What hours are they needed?

Add On Consultations :

\$30/hour

Additional Day of Hours

\$40/ hour per lead coordinator

\$30 / hour per assistant coordinator

Clean Up

\$100 per hour per staff member

Rehearsal Dinner Setup +

Management *quoted per event

Bridal Shower, Luncheon or

Engagement Party Setup +

Management *Quoted per event



Luxury Add On Services

Design Services - quoted per event based on requests/needs.

Bridal Attendant: \$40 / hour

Have a Wichita Event Planner staff be available to help with you and your Bridal Party. Assist with being available to help with whatever needs come up while getting ready ahead of your wedding!

RSVP + Guest List Management \$300

Welcome Packages: Creation and Delivery for VIP guests or out of town guests *quoted per event

Wedding Decor and centerpieces *quoted per event

Concierge services *see for quotes

Wedding Guide

Welcome to our complete wedding planning guide! As a long time wedding planner, we've compiled the basic steps for planning your wedding without the extra stress.

12-16 months out from wedding date

1. Find your Wedding planner
2. Knowing what theme or ambiance you want to create as well as color scheme
3. Determine your budget
4. Search for your dream venue and book it
5. Research vendors that book quickly such as Catering company, photographer, videographer and DJ.
6. Get organized with a wedding tote/bag for binders, copies of notes, contracts, etc.
7. Start your wedding guest list
8. After careful research, hire a catering company, wedding photographer, videographer and DJ

10 months from wedding date

1. Choose your bridal party
2. Purchase bridal dress

8-9 Month from wedding date

1. Take engagement photos
2. Book your officiant
3. Create a wedding website and start to register for items
4. Finalize your guest list, request addresses and send out save the dates
5. Reserve any rentals you may need – chairs, tent, linens, portable toilets, décor, lighting, etc
6. Research and book your florist
7. Choose bridesmaid dresses

5-6 Months from wedding date

1. Arrange limo transportation and possibly shuttle transportation
2. Design and order wedding invitations and all other stationary such as place cards, ceremony programs, signage, seating chart, etc
3. Book any specialty services – Ice sculpture, photo booths, etc
4. Send out bridal shower guest list to host
5. Schedule and book hair and makeup artists
6. Choose your processional music and book instrumentalists if doing that
7. Go to your dress fitting
8. Pick groom and groomsmen attire
9. Book accommodations for your wedding night/ block off hotel rooms
10. Book your honeymoon

4 Months from wedding date

1. Book the rehearsal dinner venue
2. Go cake tasting and order cake and desserts
3. Work with your caterer to finalize menu for reception
4. Meet with your florist to finalize the florals for the event
5. Purchase rings
6. Order wedding favors and any gifts for wedding party

2-3 Months from wedding date

1. Finalize event schedule and create day of timeline
2. Have your wedding shower
3. Create your seating chart and finalize any signage
4. Meet with your photographer to discuss must have shots and timeline
5. Meet with DJ to go over song list, discuss pronunciation of names in wedding party, announcements being made and timeline of day
6. Send out invitations (ideally 8 weeks)
7. Send out final payments
8. Apply and pick up marriage license

1 Month from wedding date

1. Write wedding vows
2. Contact your caterer and venue with final guest count
3. Final dress fitting
4. Have a spa day

