

# Springfield Event Planner Wedding Coordinating Packages 2021

*Planning the most important day of your life should not 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 \$2200

**\$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 checklists
- \*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 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 setup 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 \$1600.00*

**\$300 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!**

We're not a big fan of the term “Day Of Coordinator.” It doesn’t come close to what you need in terms of expertise to get you through the final stages of planning and implementing your wedding or event without

sweating the details and logistics. Work with one of our highly trained Senior Event Coordinators in the final 2 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.

### **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 event – walk thru at 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*

**\$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 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.)*

### *Power Planning Session \$100*

Not sure really how to get started? This is a personalized seminar for you! Meet with a Springfield Event Planner Senior Coordinator for a 2-3 hour planning session to include:

- Expectation Management
- Personalized Budget advising

- Personalized planning timeline
- Catering Checklist
- Vendor Recommendation Sheets
- Venue Recommendations
- Event Design advising
- Etiquette advising
- One-on-one coaching

This session is perfect for budget-minded client who is intimidated by the process of getting started, and may not have the budget for a full service event planning package. 'Power Planning' meetings are available by appointment Monday-Thursday between the hours of 10am and 5pm.

## *Decor/Design Event Management Packages*

### **Design My Wedding Package: \$850**

**\$200 non-refundable deposit required to reserve your date. Includes 1 Professional Event Coordinators for your event for Décor Set Up/Tear Down.**

This package is for couples who have taken care of the major planning aspects of their wedding and are looking for someone to help to create the overall vision, feel, and design of their wedding. This package includes Springfield Event Planner designing and executing all aspects of the design process. We talk with you to learn about your specific style, taste, ideas and vision for your wedding. We design, create, purchase, deliver and setup and breakdown of all aspects of your wedding décor. Package includes one site visit to the venue with you to discuss layout, flow, and décor. We create a wedding inspiration board through Pinterest that allows us to share, expand and give feedback on the theme and vision for your wedding as it develops. This fee does not include the price of any materials used or needed to execute the design. We design around your designated Décor Budget for your event.

***\*\*If additional Event Coordinators are needed for coordinating/additional help then can be added at the Hire A Coordinator Hourly Rates.***

### **DIY Design Consultations \$150**

This is for the couple who plans to decorate and design their entire wedding, but could use some inspiration, ideas, advice or direction for the vision and plan of the wedding. This package includes 2-3 hours of consultation time, and custom created Pinterest inspiration board. Consultation time will be used at the couple's discretion and can be used/planned for in one setting or can be divided up into 2 1-hour sessions. This consultation time can be used to discuss any detail, projects, questions, or ideas related to the design/implementation of the wedding. You may bring in samples, pictures, projects, etc... that you may need advice on. We will create for you a wedding inspiration board with décor & flower ideas, advice, projects, etc. centered on your theme, color scheme, feel, and vision.

**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)**