

# Wedding Coordination Packages

# Level 1, All You Need Is Love (The Beatles)

ONE WEEK or 3 Meetings \$800

## *What's included?*

### *Communication:*

- Communication through telephone / email / text  
**(response within 24 hours)**

### *Planning:*

- Customize the **Plan of Action for the Big Day**
- Assist with floor plan design and arrangement ideas for both the ceremony and reception

### *Hours on the Big Day:*

- Up to 10 hours of support, until the Cake is Cut!

### *Coordinators on the Big Day:*

- **1 Coordinator & 1 Assistant** for wedding / reception size up to 150 guests  
\*additional Coordinators can be added at a cost

### *3 In-Person Meetings:*

- **Initial Meeting**, Contract Signing
- **1 Additional Consultation** or Venue Walk-through to explain the planning and coordination process, review wedding details, discuss overall details/wishes, create a Plan of Action together, meet vendors and/or venue representative, create layout maps and diagrams, and answer any questions.
- **Final Meeting**, 1 Hour of Rehearsal Coordination



***This is for the DIY couple who has planned their own wedding down to every detail, but might need a little support coordinating and executing everything on the Big Day. On the Big Day, we help coordinate the identified timeline, oversee setup and breakdown, coordinate with vendors, manage last minute issues, and cue all events throughout the day to ensure a fun and lovely day for all!***

# Level 2, Wind Beneath My Wings (Bette Midler)

TWO MONTHS or 6 Meetings \$1600

## *Communication:*

- Communication through telephone / email / text  
**(response within 24 hours)**

## *Planning:*

- Customize the **Plan of Action for the Big Day**
- Assist with floor plan design, decor, set-up, and arrangement ideas for both the ceremony and the reception

## *Hours on the Big Day:*

- Up to 10 hours of support, until the Cake is Cut!

## *Coordinators on the Big Day:*

- **2 Coordinators & 1 Assistant** for wedding / reception size up to 150 guests

## *6 In-Person Meetings:*

- **Initial Meeting**, Contract Signing
- **4 Consultation Meetings:**
  - **Meeting One ~ Brainstorming Meeting:**  
Here we spend time discussing the overall details/wishes for your event, create a Plan of Action together, review your décor vision, go through vendors already contracted, and collaborate on how we can best support your planning moving forward.
  - **Meeting Two ~ Venue Walk-through:**  
Here we meet with any vendors or venue representatives to walk through the Venue, create layout maps, timelines, and firm up the Plan of Action.
  - **Meeting Three ~ “To Do” Meeting:**  
Here we meet either to finalize choices, walk through the venue a second time, or to complete any unfinished “to do” projects such as assembling centerpieces, preparing care kits, etc.
  - **Meeting Four ~ Wrap-up Meeting:**  
Here we review ALL wedding day details and specifically what we are in charge of setting up. We will go over final processional order for ceremony, music choices and cueing for songs, review the final Plan of Action in detail, specifics for each vendor, rehearsal plan, ceremony script, etc. to make sure we have everything we need for rehearsal and the Big Day.
- **Final Meeting**, 1 Hour of Rehearsal Coordination

***This is for the couple who would like some guidance and support in brainstorming, planning, and coordinating all the details of the Big Day. During several consultation meetings we help guide you through the planning and timeline of the day, help complete “to do” lists, and support you in making final vendor decisions. During the Big Day, you’ll have two Coordinators at your disposal. We will oversee the setup, coordinate with vendors, manage last minute issues, and cue all events throughout the day to ensure a fun and wonderful day for all!***