



# UNION

## EVENT CO.

Est. 2024





# WELL COME

You are engaged!!! My way of celebrating you would include buying you flowers, a latte, & a new outfit!

Consider me your go to gal & new bestie, wanting to share in all the excitement on your way to the altar. Let's plan together, celebrate together, & become Pinterest friends! Cheers to your engagement journey!



## BECAUSE I WANT TO BE A STEPPING STONE IN BUILDING YOUR BEAUTIFUL UNION

My mission is simple: to provide couples with a stress-free wedding experience that allows them to fully embrace and enjoy their special day.

From the moment we begin working together, I am committed to handling every detail with care and precision, so you can focus on what truly matters—celebrating your love! I believe your wedding day should be a reflection of your unique journey as a couple, and I strive to create a seamless, unforgettable experience that exceeds your expectations without the stress or overwhelm.

What sets me apart is my unwavering dedication to ensuring that every couple feels supported and heard throughout their planning process. With a blend of thoughtful planning, personalized service, and a deep passion for weddings, I take pride in making each event truly special!



I WOULD HIGHLY RECOMMEND BOOKING LIZ TO BE YOUR WEDDING COORDINATOR BECAUSE SHE IS NEXT LEVEL AT EVERYTHING YOU NEED AND DON'T THINK ABOUT. SHE HELPED BRING LIFE TO MY WEDDING DREAMS, AND AS A BRIDE YOU WANT NOTHING MORE. SHE IS ALSO SO FUN TO WORK WITH, HAS THE BEST PERSONALITY, MAKES YOU LAUGH, AND YOU CAN TELL THE PASSION SHE HAS FOR WEDDINGS. 10/10 RECOMMEND BOOKING HER! IF YOU DON'T, YOU'LL WISH YOU DID!

HALIE BROWN

*@haliemorganbrown*







# ABOUT UNION

Inspired by planning my own wedding, I'm passionate about helping couples create the perfect start to their beautiful **UNION** !

After fully planning my own wedding, I felt like I was grieving not getting to work on my spreadsheets everyday. Turns out, that's not how a majority of brides feel, so I took that feeling and ran with it!

I began as an assistant coordinator nearly three years ago, then transitioned to serving as a lead coordinator, eventually taking on a full-time job as a venue coordinator, a venue I'm lucky enough to be at on the other side of things now! I ventured out on my own to continue pursuing a deeper connection with my couples and being their go-to for every aspect of wedding planning.





01

## WEDDING MANAGEMENT

Ideal for couples who've handled most of the planning but want expert help in the final months—focus on enjoying your engagement while we take care of the rest!

My involvement will begin 30-90 days prior to your wedding, dependent on what is required by your venue - but let's talk about the fun stuff before that!

\*Pricing for Management package is based on timeline of involvement

02

## BEST OF BOTH

Ideal for couples who want assistance with planning! Perfect for couples who have already started planning their wedding but need expert guidance and assistance to complete the details & ensure everything runs smoothly on the big day.

My involvement with this package is a bit more flexible. Communication for any package will begin as soon as booking is confirmed, & we can personalize when planning will begin!

03

## FULL SERVICE

Ideal for couples who want a stress-free experience from start to finish. Perfect for those who prefer to have a professional manage all aspects from the initial design to the final farewell.

My involvement begins well before the wedding day and continues until every small detail is wrapped up. On the big day, I ensure that your vision is fully realized, & I'll remain involved to manage any post-wedding details, leaving you to enjoy all the moments without worry!





## PRE-WEDDING

Attend venue detail meetings & tasting (if applicable)  
Access to Union planning documents  
Advise as needed about vendor recommendations  
Collect all vendor agreements & certificates of insurance for venue  
Learn and inform vendors of all venue rules  
Confirm details & handle communication with all vendors prior (deliveries, arrivals, etc)  
Provide vendors with comprehensive master itinerary for day of wedding, created collectively by the vendor team, client, and coordinator.

## WEDDING REHEARSAL

Lead wedding party & family through rehearsal  
Send wedding itinerary to bridal party & family  
Collect tips for vendors & wedding day items such as marriage license & decor

## WEDDING DAY

Act as liaison between all vendors during event & manage logistics & flow  
Serve as the contact person & supervisor of set-up & tear down for all other vendors & their respective day-of responsibilities  
Execute timeline as smoothly as possible based on discussed level of intention for planned events  
Execute & oversee design & style of event space, ensuring client's vision is fulfilled  
Bring assistant for day-of aid  
Provide emergency kit  
Organize processional line-up of wedding party & family  
Set-up place cards, guest book, wedding favors, & all other personal decor  
Guide all event transitions (from ceremony to cocktail hour to reception, etc)  
Organize grand entrance & grand exit as needed with couple and wedding party  
Gather any gifts & personal decor for designated family member to take home  
Oversee vendor team during event tear down & clean-up process & monitor vendors are cleared out by designated time

30 DAYS: \$1975+ | 60 DAYS: \$2250+ | 90 DAYS: \$2695+





# BEST OF BOTH

This package includes all the services provided in the wedding management package, along with the additional following tasks:

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- Assist with vendor inquiries and recommendations
- Negotiate and finalize vendor contracts and terms
- Develop design and decor concepts for wedding
- Create a detailed and customized wedding timeline
- Conduct regular planning check-ins for progress updates
- Provide guidance for budget management
- Offer consultations for wedding attire selection
- Organize and manage seating chart arrangements
- Assist in designing personalized seating chart, signage, decor items
- Help arrange guest accommodations and travel details
- Coordinate pre-wedding event planning and logistics
- Handle all communication beginning 180 days prior to the wedding
- Assist with the selection of wedding vendors
- Confirm final details with all wedding vendors

\$3850+



# FULL SERVICE

This package includes all the services provided in the wedding management and partial planning packages, along with the additional following tasks:

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- Handle all vendor communication
- Assist with wedding theme and concept development
- Provide personalized recommendations for wedding venues
- Help manage RSVP tracking and guest lists
- Coordinate transportation logistics for the wedding day
- Oversee ceremony and reception seating arrangements
- Ensure timely delivery of all event supplies
- Coordinate with florists for floral arrangements
- Manage hotel block reservation for out-of-town guests
- Supervise rehearsal dinner planning and execution
- Arrange for wedding favors and thank you gifts
- Assist in designing and sourcing wedding signage
- Oversee decor set-up and placement at the venue
- Manage wedding day schedule and flow for all events
- Ensure all special requests are communicated with vendors
- Confirm all rentals are returned
- Assist in writing reviews

\$5695+





**CHOOSING TO WORK WITH LIZ WAS UNDOUBTEDLY THE  
BEST CHOICE WE COULD HAVE MADE. SHE TRANSFORMED  
THE WEDDING PLANNING PROCESS INTO A BREEZE,  
TURNING WHAT COULD HAVE BEEN A STRESSFUL  
EXPERIENCE INTO ONE FILLED WITH JOY. OUR SPECIAL DAY  
WOULDN'T HAVE BEEN NEARLY AS PERFECT WITHOUT HER  
EXPERTISE. EVERYTHING WENT OFF WITHOUT A HITCH AND  
I TRULY COULDN'T HAVE ASKED FOR A BETTER OUTCOME,  
ALL THANKS TO LIZ AND UNION EVENT CO.**

**HALLIE BECHER**

*@hallie.becher*







# LET'S WORK TOGETHER!

I want you to feel completely heard and understood by your coordinator - they'll be your go to on such a big day!

I also know how important it is to know your coordinator's personality.

There are so many incredible planners & coordinators out there!

That being said, **NEXT STEPS** include sending me an inquiry form or an email, then we schedule a call to get to know each other! I can't wait to hear about the vision for your wedding day!

*Thank you!*



[hello@unioneventcompany.com](mailto:hello@unioneventcompany.com)

[www.unioneventcompany.com](http://www.unioneventcompany.com)

IG: [@unioneventcompany](https://www.instagram.com/unioneventcompany)

XX LIZ FRAUHIGER. OWNER & PRINCIPAL PLANNER





CHEERS TO THE START  
OF YOUR FOREVER!

UNION  
EVENT CO.