

EVENT COORDINATION SERVICES

www.wastelessweddings.com



The Classic - \$500

Our Classic Coordinating Package is our first line of defense against wedding day stress - for you *and* your family members. This package offers **6 hours of event coordination** to ensure your wedding day runs smoothly. The Classic Package is best utilized to cover your wedding day timeline from an hour(ish) prior to the ceremony through dinner and first dances. I'll help ensure the ceremony runs smoothly, check-in ceremony & reception vendors, flip event spaces or move chairs, direct wedding party and guest members as needed, and support the couple's needs across the most important parts of their wedding day.

Add rehearsal coordination for + \$100, depending on availability.

The Deluxe - \$1000

Our Deluxe Coordinating Package includes up to **10 hours of coordination** coverage, offering the extra time and care needed to bring every detail to life. Whether you'd like us there bright and early to oversee setup and styling, or to stay through the final dance to manage tear-down and packing, this selection ensures your day flows gracefully from start to finish. We'll handle week-of communication with your vendors, fine-tune logistics, and take care of the behind-the-scenes details so you can focus on what - and who - matters most.

Ceremony rehearsal is included.



The Elite - \$1500

Our Elite Coordinating Package offers **full-day coordination** and elevated pre-wedding support for couples who want a seamless, stress-free celebration. With multiple pre-wedding preparation meetings, attendance at your final venue walkthrough, complete set-up and tear-down services, and hands-on assistance every step of the way, this selection ensures each moment of your day unfolds effortlessly. Book this package to get customized timeline support that includes detailed timelines for the bride and groom, wedding party, family members and vendors as well as full vendor & contract management during the planning process. This package truly provides an elite, stress-free experience.

Ceremony rehearsal is included.



*pricing covers events with guest counts of 125 or less. Additional fees may be quoted to cover additional labor required for weddings larger than 125 guests or advanced event support. Fees do not include travel reimbursement, if necessary. All assessed fees will be presented in your final quote or invoice before booking.

Waste Less Weddings

COORDINATING PACKAGES

inclusion list

	CLASSIC	DELUXE	ELITE
Price	\$500	\$1000*	\$1500*
Hours of Coverage	6	10	12-14
Rehearsal Coordination	+\$100	✓	✓
Day-of Schedule Mgmt	✓	✓	✓
Ceremony Coordination	✓	✓	✓
Check-in Vendors	✓	✓	✓
Payment & Gratuity Distributions	✓	✓	✓
Day-of Vendor Communications	✓	✓	✓
Final Detail Meeting (1 month out)	✓	✓	✓
Timeline Overview Meeting (3 months out)		✓	✓
6 Month Planning Meeting			✓
Unlimited Email Support	✓	✓	✓
Simple Timeline Creation	✓	✓	
Customized Timeline Creation & Management			✓
Floor Plan Assitance/Design			✓
Venue/Decor Set-Up	+\$350	✓	✓
Venue/Decor Clean-Up	+\$250	✓ (partial)	✓
Final Venue/Site Tour(s)			✓
Interactive Planning Tools			✓
Vendor Contract Mgmt	day-of contact	+\$250	✓
Use of Wedding Day Convenience Items			✓

*pricing covers events with guest counts of 125 or less. Additional fees may be quoted to cover additional labor required for weddings larger than 125 guests or advanced event support. Fees do not include travel reimbursement, if necessary. All assessed fees will be presented in your final quote or invoice before booking.

Waste Less Weddings

PLANNING PACKAGES

inclusion list

Everything in our Elite Coordination package plus...	PARTIAL	FULL
Price	\$2800	\$5000
Timeline	<i>begins about 1 year before event date</i>	<i>begins at booking, up to 24 months before event date</i>
Concept Assistance - Themes, Design, Colors, Florals, Stationary etc.	+\$500	✓
Budget Creation, Analysis & Monitoring	+\$100	✓
Venue Tour(s) & Selection Support		✓
Customized Vendor Recommendations	✓	✓
Manage all Vendor Bookings & Contracts		✓
Point Person for ALL Vendor Communications	✓ (after booking)	✓ (from beginning)
Custom Wedding Planning Checklist & Timeline	✓	✓
Client Planning Meetings	<i>at least 5 one-hour planning meetings, email check-ins as needed</i>	<i>at least 10 one-hour planning meetings, email check-ins as needed</i>
Attend Other Vendor Planning Meetings	✓ (choice of 2)	✓ (up to 4)
Wedding Website Set-Up		✓
Create & Manage Save the Dates, Invitations, Thank You Cards		✓
RSVP Tracking		✓
Assist with Floor Plans, Seating Charts, Programs, Place Cards and Menus	+\$250	✓
Transportation/Accommodations Logistics & Management		✓
Full Day Coordinator and Partial Day Assistant	✓	✓

FREQUENTLY ASKED QUESTIONS

We want to book! What happens next?

After your initial consultation, I will send you a contract and an invoice detailing your chosen package. Your date is considered booked when both the contract and the deposit are received. I never want you to feel rushed or pressured into booking, but I do ask that you submit these documents within two weeks of receiving your booking email if you're planning to commit.

What is your payment plan?

To secure my services for your date in my calendar, a 50% non-refundable deposit will be requested at booking. Accepted forms of payment are ACH, debit/credit card, Venmo, and a mailed check. Fees may apply to some forms of payment. The remaining 50% is due two weeks before your event date.

Do you charge for travel?

There are no travel fees for wedding coordination taking place within 35 miles of Appleton (generally Green Bay to Oshkosh). Weddings outside of this range are subject to a travel fee based on standard mileage rates. Weddings further than a 90 minute drive or coordinating scheduled beyond 11 pm may also require lodging fees or a lodging option to be provided.

Will we be working directly with you when we book?

Yes! Unless explicitly stated ahead of time, when I book with you, my intention is that you'll work with me directly throughout the planning process and on your wedding day. Sometimes I may bring along an assistant to help ensure everything runs smoothly, and these wonderful coordinators help me be prepared in case of last minute emergencies or changes.

What services do I receive from you as a coordinator (vs a planner)?

As a day-of coordinator, my service focuses on day-of wedding logistics like timeline management, vendor check-ins, detail organizing, decor set-up/tear-down, and “chaos coordinating” (aka handling anything unexpected or changes from the plan on your wedding day). I do not typically deal with planning aspects such as booking vendors, budget management, guest lists/rsvp tracking, stationary, venue design, hotel block or transportation management activities, or attending other wedding tastings or appointments. These services are available with a full or partial planning package or may be added as an a la carte service if interested.

FREQUENTLY ASKED QUESTIONS

How & when can we contact you?

Email is the best way to contact me. Mondays, Tuesdays and Thursday afternoons are typically my “work days” but I do my best to respond to all client emails within 24 hours.

How do you handle vendor communication? Do we still need to check in with them?

Vendor communications and contract management is covered for my Elite package clients. In this case, I will take the lead on confirming details and communicating with vendors. You’re welcome to stay in touch too, but I’ll handle the main logistics after booking. For all other packages, you are always welcome to put me down as the day-of contact. I may reach out to vendors to help finalize last minute details in the days leading up to the wedding, but I will not primarily be responsible for managing your pre-wedding vendor communications for my Classic & Deluxe clients.

Do you offer ceremony rehearsal coordination?

Yes, I am happy to lead or assist with ceremony rehearsal coordination to ensure everyone feels comfortable on the big day! The fee for your rehearsals is included in my Deluxe and Elite packages. It can be added-on to the Classic package or any other a la carte services for \$100, if date is still available.

Are you willing to help with DIY decor or wedding aspects?

Absolutely! Whether your decor, signs, arch, or flowers are DIY or come from other vendors as rentals, I am happy to assist in setting up and/or cleaning up all of your decoration needs.

Do you handle personal items (gifts, décor, cake toppers, leftover food, etc.) at the end of the night?

Sure do! I’ll make sure these items are packed up and handed off to a designated person you choose in advance.