

# EVENT COORDINATION SERVICES

[www.wastelessweddings.com](http://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 Assistance/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			✓

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# 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	✓	✓





# Testimonials

On the day of the wedding, I didn't have to worry about a thing - Jessica's calm presence, attention to detail, and dedication made the day feel effortless and magical. We are so grateful for everything she did to make our wedding unforgettable!

*"one of the best decisions we made"*  
- Nicole & Reece

You offered and delivered the perfect service. Rose could not have been more impressed, and nor could I. Everything looked sooooo good. The place setting was.... perfect.  
Thank you so so so much Jess!  
- Christopher R.

*"It has meant the world to us."*  
- Kristen & Gage

We wanted to express our heartfelt thanks for your incredible work on our wedding day. From the moment we began working with you, I knew we were in good hands. Your services added so much to the experience & helped make our day memorable. Thank you again for being such a joy to work with.

# Testimonials

*“Jessica made our day stress-free and perfect.”*

*- Colleen & Nick*

We could not have asked for a better wedding coordinator than Jessica. We are so grateful for her guidance and support in making our day everything we dreamed it would be. We would recommend Jessica without hesitation to any couple looking for a coordinator who goes above and beyond. Truly a 10/10 experience!

Very responsive and great to work with! Jessica was so helpful when I needed chargers last minute. Very flexible with pick up and drop off times, and even offered to get more chargers with the number of guests I had. I highly recommend for any of your wedding rental needs! - Kyla D.

Jessica was our saving grace. Jessica was prompt, thorough and a great communicator. I didn't even see her putting things away at the venue but she neatly packaged up everything I'd asked of her. I would highly recommend her to anyone needing help with set up or take down for your wedding day.

*“The best last minute decision.”*  
*- Tess & Mitch*