



WEDDING & EVENT PLANNING PACKAGES

2023

MORGAN WOOD

morgan@slashrevents.com

FULL SERVICE WEDDING PLANNING & COORDINATING

\$2,200

- A customized planning timeline based on your wedding day and planning progress when we begin working together.
- Emailed or texted reminders of planning items for each month/week.
- Budget + vision meeting where we will break down your top wedding priorities, allocate your overall budget between event components, + create a vision for your big day.
- Assistance tracking all budget items in an organized sheet.
- Researching and coordinating venue tours that fit your vision and budget + recording details and notes for each venue in an itemized sheet for easy comparison.
- Researching and coordinating vendor meetings based on your vision and budget + recording details and notes for each vendor in an itemized sheet for easy comparison.
- Overseeing vendor/venue negotiations and contracts.
- Acquiring and coordinating vendor/venue booking details.
- Ceremony planning meeting where will discuss your wedding party assignments, processional order, officiant, important announcements and wishes, ceremony timeline, traditions and special moments such as readings and song selections for processional, aisle, recessional, and pre-ceremony.

FULL SERVICE WEDDING PLANNING & COORDINATING CT'D

- Reception planning meeting where will create a reception seating chart and service floor plan + determine locations for all decor elements + plan special moments such as dances, games, and speeches.
- Access to my list of resources and recommendations for wedding planning, including resources for dance instruction, invitation designing and sending, table linens, decor items, decor organizing, china and crystal, wedding website creation, + more.
- Assistance sending save the dates and invites + creating a seating chart (if needed).
- Final Details meeting.
- Day of or before the wedding processional rehearsal.
- Point of contact for and vendor management for the day of the wedding.
- Overseeing vendor arrivals + departures.
- Overseeing event setup, timeline and breakdown day of wedding.
- Guest management throughout your event.
- Email, text, and call availability throughout your planning process: Please feel free to send me updates and selections at any point, and I will get back to you within 24 hours. All listed meetings can be virtual or in-person (local only).

MONTH OF WEDDING COORDINATING

\$800

- Details Meeting 4 weeks before the wedding where we will create and review a day of timeline, solidify day of assignments for family/ friends/ staff, and tie up any last minute items such as delivery locations, seating charts, decor locations, and guest count.
- Access to shared documents listing the details mentioned above.
- Confirming vendor bookings and deliveries the month of the wedding.
- Access to my list of resources and recommendations for wedding planning, including resources for dance instruction, invitation designing and sending, table linens, decor items, decor organizing, china and crystal, wedding website creation, and more.
- Day of wedding processional rehearsal.
- Point of contact for and vendor management for the day of the wedding.
- Overseeing vendor arrivals + departures.
- Overseeing event setup, timeline and breakdown day of wedding.
- Guest management throughout your event.
- Email, text, and call availability throughout the month: Please feel free to send me updates and selections at any point, and I will get back to you within 24 hours.

VIRTUAL PLANNING

\$1,500

- This option is perfect for couples who already have a day of coordinator through their venue!
- It includes everything in the full-service package except for day-of tasks (day-of tasks are highlighted in red above).
- Unlike the full-service package, all meetings leading up to the wedding will be held virtually.

PROPOSAL PLANNING

\$500

- Cost goes towards wedding planning if you choose to work with me for your big day!
- Initial meeting to discuss the vision and budget for the proposal.
- Venue/vendor research, booking, and negotiations for your proposal.
- Overseeing event setup, timeline and breakdown day of event: You are responsible for all food handling and bussing as well as removal of non-rented items following the event.
- Email, text, and call availability: Please feel free to send me updates and selections at any point, and I will get back to you within 24 hours.
- Event includes 20 hours of work including the planning process: An additional \$25/hour will be charged for each additional hour worked over 20 hours.

ONE-OFF PLANNING MEETING

\$75

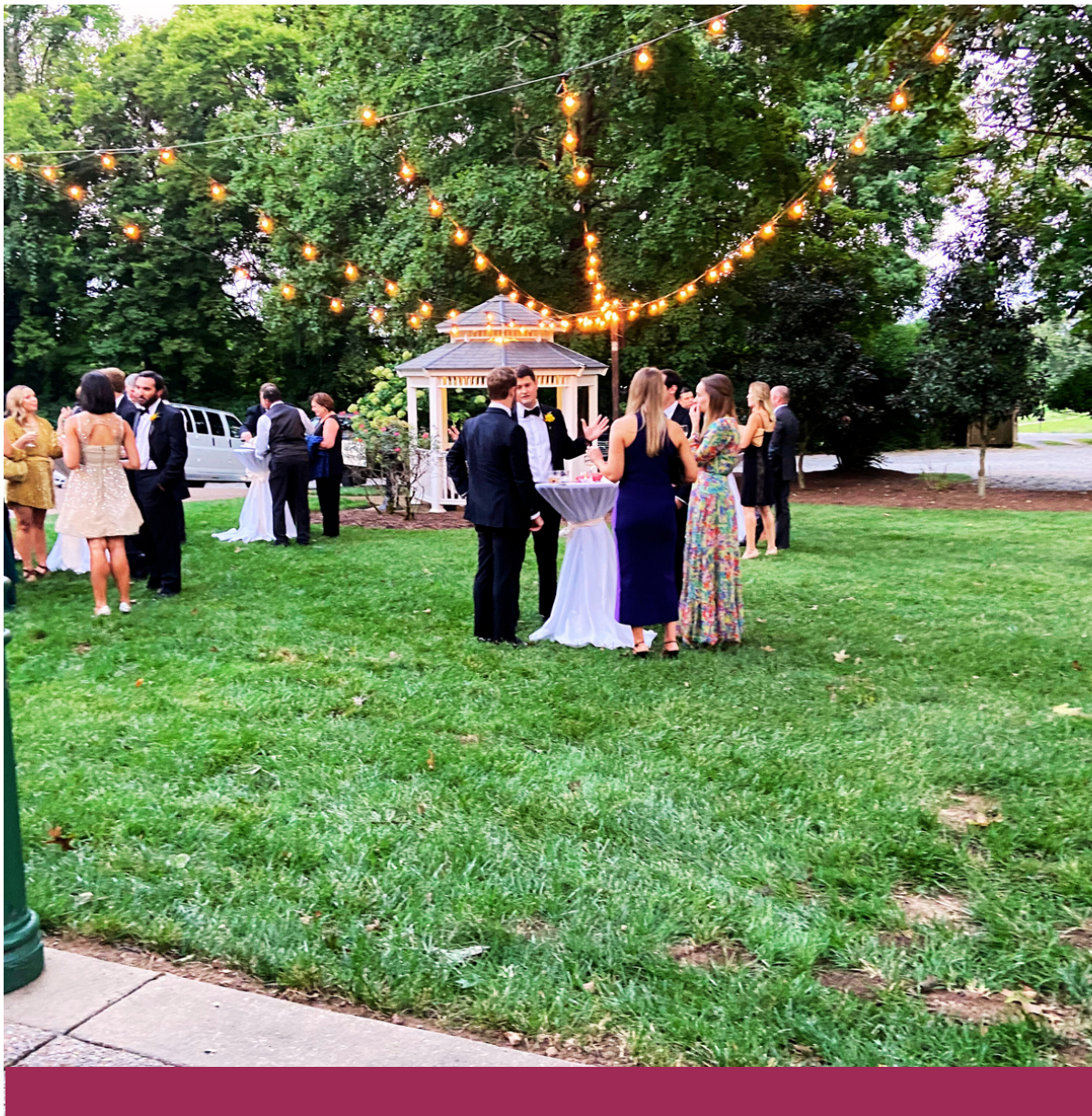
- 1 hour to discuss any aspect of wedding planning you need help with.
 - Purchase one - or book multiple One-off Planning Meetings.
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I plan anywhere in the U.S. Weddings outside of the DFW area just need to pay for the cost of travel and lodging separately!

Please note: I do not set up or arrange floral on tables or throughout your venue. This task is the responsibility of the couple, assigned family, or hired florists. Likewise, laying table linens, tableware, and serving or bussing any food items is not within my scope of practice as safe food handling must be left to insured caterers or to the couples discretion.

I will light candles and arrange any small decor items as needed, but if you have lots of decor, it is recommended that family is also assigned to assist.

You are responsible for accounting for all of your items and clearing belongings, decor, and food from the space at the end of the event. I will assist with tear down by helping you plan for who takes each item home, helping to collect items for your assigned individuals to take, and helping you gather your personal bags.



GOT ANY QUESTIONS?



Don't be shy! E-mail
morgan@slashrevents.com