

INFALLIBLE

Memories

event planning



\$700 FOR

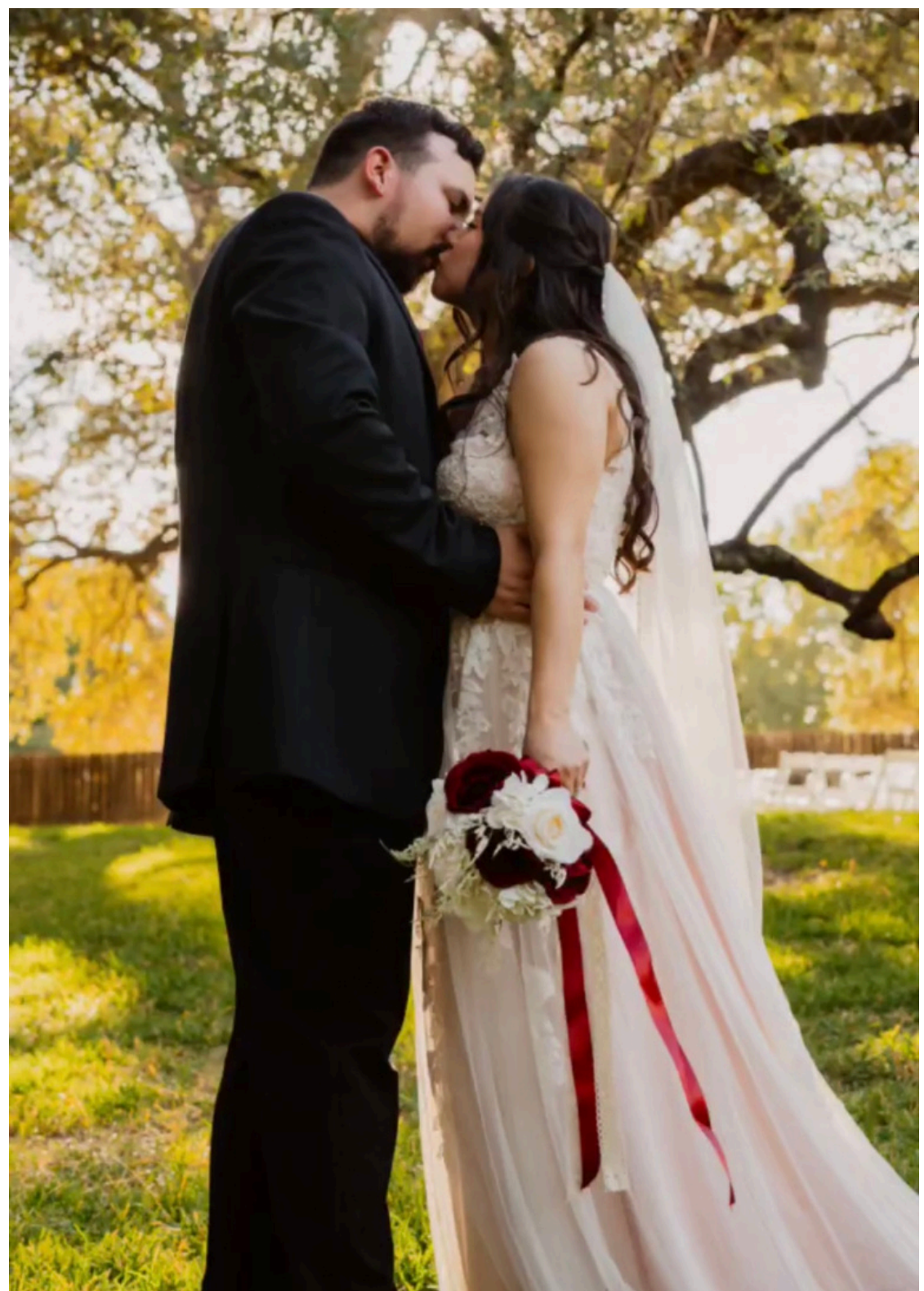
DAY OF COORDINATION

- Up to 10 hours
- One planning meeting 45 days prior to wedding date (1 hour) to create a custom tailored timeline to your vision
- One planning meeting 2 weeks prior to wedding date (1 hour) to confirm wedding details and any changes
- Collect vendor gratuities
- Coordinate with catering, DJ, photographer and all other vendors for ALL formalities
- Assist with cake cutting, first dances, and send off
- Line-up and direct wedding party at ceremony
- Emergency kit provided by me for wedding day
- Unlimited phone and email communication

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254.760.6225





\$1,000 FOR MONTH OF COORDINATION

INCLUDES EVERYTHING FROM OUR DAY OF PACKAGE

- **ONE** creative planning meeting early on before the event to discuss potential vendors, to-do list, centerpieces/color scheme ideas (2 hrs. total)
- Review vendor selections and send them welcome email and timeline (2 weeks prior)
- Final venue meeting/walkthrough
- Discuss venue floor plan/layout
- 1 hour rehearsal at venue (travel fee may apply)
- Set up & breakdown **ALL DECOR** at reception/ceremony sites
- Offer vendor recommendations for vendors you have not yet booked, offer tips and ideas for design & anything else you need advice on
- Review vendor contracts (optional)

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\$1,500 FOR **FULL PLANNING**

INCLUDES EVERYTHING FROM OUR MONTH OF PACKAGE

- **up to 12 hours**
- **TWO** creative planning meeting early on before the event to discuss potential vendors, to-do list, centerpieces/color scheme ideas (2 hrs. total)
- Direct officiant on ceremony and dismissal afterwards
- Budget Management
- Website creation (optional)
- Venue site visits
- Venue/Vendor booking supervision and management
- Assist with designing invitations, place cards, signage, etc.
- Assist in gathering/loading personal belongings/leftover food/alcohol and gifts

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