

PLAN & SIMPLE AFFAIRS



EVENT PLANNING

Service and Pricing Guide

# Day of Coordination Package

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\$1950

The Day of Coordination Package includes everything below and more! Each wedding day is customized based on what you dream of! If we were to include everything that goes into Day of Coordination, the list would go on and on, so here is a highlighted list:

- At least three one-on-one consultations
- Unlimited texts and emails
- Ceremony and reception rehearsals
- Organization of the wedding timelines
- Point of contact for all vendors on the wedding day
- Distribute bouquets, corsages and boutonnieres
- Cue wedding party for wedding ceremony, reception introduction and toasts
- Double check all ceremony and reception areas to be sure they are styled as directed





# Wedding Planner Package

\$4500

The Wedding Planner Package includes everything you need to create the wedding of your dreams!

You'll receive everything from the Day of Coordination Package, plus Budget Assistance, Vendor Selection and Management, and Event Design. Every little detail you could possibly imagine will be taken care of, and even those you haven't thought of yet!

- As many one-on-one consultations as needed
- Ceremony and reception layout and design
- Access to our premium vendor list
- Personal point of contact for all vendors leading up to the wedding beginning when the contract is signed
- Schedule and attend conference calls with vendors to discuss any necessary details
- A personalized wedding timeline



# *À La Carte Options*

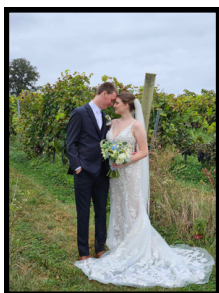
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## ***Vendor Suggestion - \$750***

- Access to our premium vendor list
- Find vendors based on your personal taste, budget and location
- Handle the initial contact with vendors up until the contract is signed

## ***Vendor Selection and Management - \$1500***

- Everything from Vendor Suggestion is included
- Review each vendor contract with you to make sure they fit your needs before signing
- Keep a copy of contracts to be sure they are followed through as discussed
- Act as point of contact with vendors from contract signing to wedding day





## ***Event Design - \$750***

- Create a vision board with custom design concepts and carry them out in every aspect of your wedding
  - Oversee all the little details of set-up to be sure your vision comes to life
  - Guide any necessary vendors to get the look you're dreaming of
- \* Please note that this option DOES NOT include my team setting up ceremony or reception spaces, but simply provides guidance in set up and touch ups as necessary

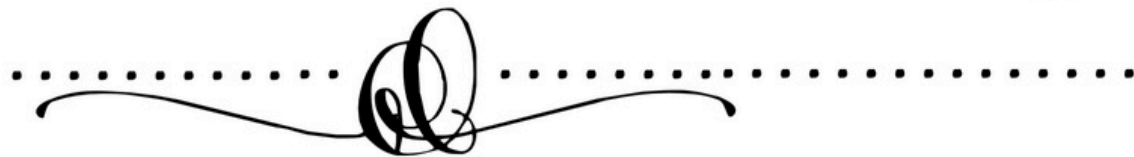
## ***Event Set Up - \$75/hr per team member***

- We will discuss the specifics of your event, go over the set up check list together, and designate team members accordingly
- There is an additional \$100 deposit due for Event Set-Up. The remaining balance will be due the night of the wedding following the event.





# Event Coordination Package



*\$100/hr base price. Additional \$35/hr per team member added per event. 5 hr minimum.*

The Event Coordination Package includes everything you'll need for the event of your dreams. Anniversary, birthday, banquet or shower, we've got you covered! We realize that every event comes with individual needs, so we'd be happy to tailor it to your unique vision.

Below is a highlighted list of what you can expect with our services. So much more comes along with that we can't list it all.

- At least three one-on-one phone consultations
- Unlimited texts and emails
- Organization of the vendor contracts
- Point of contact for all vendors on the event day
- Basic event design set up and tear down

Give us a call and we can discuss your personal needs at length.

*\*Mileage is covered in the cost of the event up to a 50 mile radius.  
Additional \$0.35/mile beyond the 50 mile radius.*

