

# LILY & LACE EVENTS

## PLANNING & COORDINATION PACKAGES

### PLATINUM PACKAGE - \$4000

- Planning begins (12) months or more prior to your Wedding date.
- Wedding Budget Plan
- Venue Recommendations
- Site Tour Scheduling Assistance
- Design and Style Collaboration
- Event Floorplan and Diagram
- Save the Dates, Invitations, RSVP and Guest List Coordination
- Review Contracts
- Vendor Recommendations
- Catering/Bar Confirmation
- Event Timeline Creation
- Vendor Confirmation
- Final Venue Walk Through
- Attendance at your Rehearsal
- Up to (12) Hours of Day-of Coordination. More time may be added at a rate of \$100/hour
- Light Ceremony & Reception Set Up including aisle decor, centerpieces, table settings, favors, gift table, sign in table, cake table
- Facilitate Vendor Arrival and Set Up
- Coordinate Guest Arrival and Seating
- Ensure Event Timeline is followed so you get to do all the things you planned for your Special Day!
- Assist with Cake Cutting, if needed
- Coordination of your Wedding Send Off
- Collaboration with Venue Staff on event wrap up
- Complimentary Keepsake Wedding Gift

### GOLD PACKAGE - \$2500

- Wedding Planning Services begin three-to-six months prior to your date.
- Catering/Bar Confirmation
- Event Timeline Creation
- Vendor Confirmation
- Final Venue Walk Through
- Attendance at your Rehearsal
- Up to (12) Hours of Day-of Coordination. More time may be added at a rate of \$100/hour
- Light Ceremony & Reception Set Up including aisle decor, centerpieces, table settings, favors, gift table, sign in table, cake table
- Facilitate Vendor Arrival and Set Up
- Coordinate Guest Arrival and Seating
- Ensure Event Timeline is followed so you get to do all the things you planned for your Special Day!
- Assist with Cake Cutting, if needed
- Coordination of your Wedding Send Off
- Collaboration with Venue Staff on event wrap up
- Complimentary Keepsake Wedding Gift

### SILVER PACKAGE - \$1500

- Services begin (1) month or less before your Wedding date
- Attendance at your Rehearsal
- Up to (12) Hours of Day of Coordination. More time may be added at a rate of \$100/hour
- Light Ceremony & Reception Set Up including aisle decor, centerpieces, table settings, favors, gift table, sign in table, cake table
- Facilitate Vendor Arrival and Set Up
- Coordinate Guest Arrival and Seating
- Ensure Event Timeline is followed so you get to do all the things you planned for your Special Day!
- Assist with Cake Cutting, if needed
- Coordination of your Wedding Send Off
- Collaboration with Venue Staff on event wrap up
- Complimentary Keepsake Wedding Gift



\*\*\*Package pricing is negotiable, we will work with any budget! \*\*\*