

WEDDING PACKAGES

Package A: Wedding Coordination Services

Services Begin 3-6 months from event

Pre-Wedding:

- **Virtual Consultation:** We begin with a pre-wedding consultation to discuss your vision, expectations, and overall wedding plans. This helps us understand where you are in the planning process and assess your needs.
- **Unlimited contact during planning process**
- **Final Consultation:** A detailed in-person meeting to finalize timelines and floor plans, including a seating chart consultation to ensure everything flows smoothly. This meeting confirms the day's schedule and reviews any last-minute details.
- **Rehearsal Management:** Coordination and management of the rehearsal, ensuring everyone is on the same page for the big day.

Day-Of Coordination:

- **Vendor Coordination:** Serving as the main point of contact for all vendors, ensuring they are on schedule and have what they need.
- **Vendor Payment Handling (If requested):** We can also manage vendor payments on the day of the event, per your instructions.
- **Décor Setup Oversight:** We manage the overall décor setup process for the ceremony and reception and ensure everything is placed as planned. Décor setup is a collaborative effort, and the couple must have a minimum of two helpers available for hands-on assistance.
- **Ceremony & Reception Coordination:** From ceremony cues to cocktail hour and dinner, we handle the timeline and transitions so everything stays smooth. When the dance floor opens, our job is done—and the celebration begins.
- **Crisis Management:** Handling any unexpected issues that arise on the day to keep everything on track.
- **Two Dedicated Coordinators:** Two experienced on-site coordinators to manage every detail and ensure your day runs smoothly from start to finish.

This package provides complete wedding day coordination, ensuring that every element aligns with your vision while taking the stress off your shoulders

Package B: Partial Planning

Services begin 9-12 months from event

Pre-Wedding:

- **All Services in Package A:** Includes everything offered in Package A, ensuring you have full pre-wedding coordination.
- **Vendor Sourcing:** Assistance in finding and securing the perfect vendors for your wedding day, based on your preferences and vision.
- **Seating Chart Creation:** We create a detailed seating chart to ensure guests are perfectly arranged for the ceremony and reception.
- **Floor Plan Creation:** Development of a customized floor plan for both ceremony and reception spaces.
- **Timeline Creation:**
 - *Ceremony Timeline: A comprehensive timeline for the ceremony, coordinated with all vendors involved.*
 - *Reception Timeline: A complete reception timeline, ensuring everything flows seamlessly.*
 - *Brides Timeline: A specific timeline for the bride outlining key moments.*
 - *Groom's Timeline: A detailed timeline for the groom keeping him on track.*
 - *Wedding Party Timeline: Timeline for the wedding party to ensure everyone is aware of their role.*
- **Timeline Distribution:** We handle the distribution of all timelines to vendors, and other key individuals, ensuring everyone is informed and prepared.

Day-Of Wedding:

- **All Services in Package A:** Includes everything in Package A, ensuring smooth day-of coordination from start to finish.
- **Décor Setup Assistance:** Additional support with décor setup to ensure everything is perfectly arranged.
- **Bridal Emergency Kit:** Personalized kit with essentials to keep the bride prepared for anything.
- **Gift Coordination:** Assistance in managing & organizing gifts throughout the event.
- **Item Inventory Assistance:** Helping keep track of wedding items to ensure nothing is lost or forgotten.
- **Reception Coordination & Management:** Full oversight of the reception, ensuring every element is executed as planned.

- **Send-Off Coordination:** Coordinating your grand exit, ensuring a smooth and memorable conclusion to your celebration.
- **Tear Down Assistance:** On-site support for teardown after the wedding is over including load out coordination and check out with the venue.

Package B offers an all-inclusive approach to wedding coordination, combining creative vision, logistics, and day-of management and break-down, making your wedding day as stress-free and beautiful as possible.

Wedding Coordination Pricing Guide

Package A: Wedding Coordination

Includes: Unlimited contact, Pre-wedding consultations, vendor coordination, oversee décor setup, ceremony coordination and oversee transition into reception, two dedicated coordinators on the wedding day.

- \$1000.00

Package B: Partial Planning

Includes everything in Package A, plus vendor sourcing, seating chart & floor plan creation, timeline creation, creative vision consultations for ceremony & reception, and on-site coordination of additional wedding details. This package includes break down and load-out coordination

- \$1600.00

For any additional services or upgrades, please refer to our available add-ons for an hourly or flat rate fee. Rates are based on a guest count of 150 people or less.

Full-service wedding planning is available and begins 12-18 months from the wedding date. Inquire for availability/pricing + details.

Additional Services (Available for a Flat rate or Hourly Charge):

Ceremony Planning/Vision Creative Consult: A dedicated consultation to fine-tune the creative details and atmosphere for your ceremony.

Reception Planning/Vision Creative Consult: A detailed consultation to discuss and design your reception's ambiance, décor, and flow.

Room Flip/Room Reset: Room Flip / Space Reset: We coordinate the transition of your space between events (ceremony to reception), directing vendors and helpers to ensure décor, furniture, and layouts are reset smoothly and on time.

Décor Sourcing: Help with sourcing and selecting décor items to match your wedding vision.

DIY Bride Virtual Support: Perfect for the DIY Bride! Support for the planning process! Budget-to tablescape-to honeymoon planning-we are ready to assist and relieve the stress! Schedule a consultation with a coordinator for budget creation to timelines and floorplans/seating charts, we will guide you in creating these essential wedding day documents.

DIY Bride Planning Support: Perfect for the DIY Bride! Support for the planning process! Budget-to tablescape-to honeymoon planning-we are ready to assist and relieve the stress!