

WEDDING PACKAGES

Package A: Wedding Coordination Services

Pre-Wedding:

- **Zoom Consultation:** We begin with a pre-wedding consultation via Zoom to discuss your vision, expectations, and overall wedding plans. This helps us understand where you are in the planning process and assess your needs.
- **In-Person Meeting:** A detailed in-person meeting to finalize timelines and floor plans, including a seating chart consultation to ensure everything flows smoothly.
- **Final Zoom Consultation:** A follow-up Zoom meeting to confirm the day's schedule and review 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.
- **Oversee Décor Setup:** manage décor setup for the ceremony and reception, including specialty tables i.e. cake table, guest book table, gift table, favor table, etc. and ensure everything is in its place.
- **Ceremony and Reception Coordination:** Directing the ceremony and overseeing the seamless transition into cocktail hour and reception.
- **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: Expanded Wedding Coordination & Creative Services

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.*
 - *Bridal Party Timeline: A specific timeline for the bridal party, outlining key moments and responsibilities.*
 - *Groom's Party Timeline: A detailed timeline for the groom's party, keeping everyone on track.*
 - *Wedding Party Timeline: Individual timelines for each member of the wedding party to ensure smooth coordination.*
 - *Music Timelines: Coordination of music timelines with your DJ or band to match the flow of the day.*
- **Timeline Distribution:** We handle the distribution of all timelines to vendors, wedding party 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 and bridal party 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.
- **Timeline Creation & Distribution:** Timeline creation and distribution for all involved, ensuring every detail is on track.
- **Send-Off Coordination:** Coordinating your grand exit, ensuring a smooth and memorable conclusion to your celebration.

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

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

Thank You Card Management: Assistance in managing and organizing thank you card distribution.

Oversee Rental Returns: Supervision of rental item returns post-wedding.

Tear Down Assistance: On-site support for teardown after the wedding is over.

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

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

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

RSVP Management: We can assist with managing RSVPs by accessing the bride's wedding website.

Décor Inventory & Resale: Cataloging leftover décor and assisting in listing items for sale on wedding resale platforms.

Wedding Coordination Pricing Guide

Package A: Wedding Day Coordination

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

- **Guest Count Up to 150:** \$500.00
- **Guest Count 151-250:** \$800.00
- **Guest Count 251-350:** \$1,050.00
- **Guest Count Over 350:** \$1,300.00

Package B: Full Wedding Coordination & Creative Services

Includes everything in Package A, plus additional vendor sourcing, seating chart & floor plan creation, multiple timeline creations, vision consultations for ceremony & reception, and on-site coordination of additional wedding details.

- **Guest Count Up to 150:** \$800.00
- **Guest Count 151-250:** \$1,100.00
- **Guest Count 251-350:** \$1,500.00
- **Guest Count Over 350:** \$2,200.00

This pricing structure ensures personalized and comprehensive coordination based on the size and complexity of your event. For any additional services or upgrades, please refer to our available add-ons for an hourly or flat rate charge.