

Wedding Planning Suites with NJ Event Collective

The NJ Event Collective is a full-service planning collaboration team. Whose experience includes uniquely curated event design, private dining experiences, dream weddings, special event galas, corporate events, team building, mitzvahs, new product launches, private social gathering, and extraordinary culinary experiences.



Why work with NJ Event Collective for your Special Day?

PASSION

Their passion for event planning shines through in every project, resulting in events that are both impressive and enjoyable.

EXPERIENCE AND EXPERTISE

They bring a wealth of experience and expertise in event planning, ensuring every detail is meticulously handled.

CREATIVITY

The team is known for their creativity and innovation, consistently delivering unique and memorable events.

RESOURCEFULNESS

The team is adept at problem-solving and resource management, making sure that any challenges are efficiently addressed.

STRONG NETWORK

They have built a strong network of reliable vendors and partners, ensuring high-quality services and products for their event



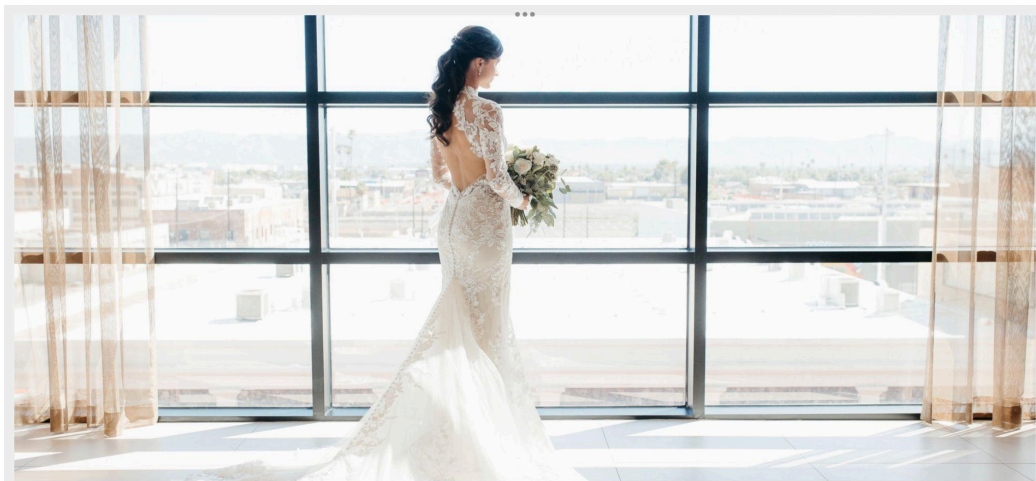
All Wedding Suites include the following services

Planning Your Perfect Wedding!

- Immediate access to NJEC's custom wedding planning templates. To Include ceremony logistics, reception detail document, seating chart, guestlist tracking, budgeting, photography shot list, and vendor details.
- Two Hour on boarding meeting (virtual or in person)
- Scheduled calls, emails & text consultations
- Vendor Referrals
- Vendor contract review
- Create & Develop Full Wedding Day Logistical timeline with all vendors
- Ceremony & Reception layout creation
- Confirm all vendor logistics & details with each wedding vendor at least 2 weeks prior to wedding date
- 2-hour final detail meeting
- Attend final vendor meetings with venue & catering
- One hour ceremony rehearsal

On Your Wedding Day

- Execute your custom day of detailed logistical timeline guiding you through your day
- Coordinate each vendors load in & setup
- Oversee food & beverage service times, setup & execution
- Setup of any of your own decor items (Welcome table, favors, menus ext...)
- Ceremony Management
- Event design execution
- Pack and return personal decor & gifts at end of night
- Distribute vendor gratuities



Wedding Planning Suites

In addition to the above services your suite includes:

Day of Wedding Coordination

- Planning
 - Detailed planning begins 45 days prior to wedding date
 - Planning Check in Calls from booking date to wedding day every 60 days
- Your Wedding Day: 1 Lead Planner on site for 9 hours

Partial Wedding Planning Curation

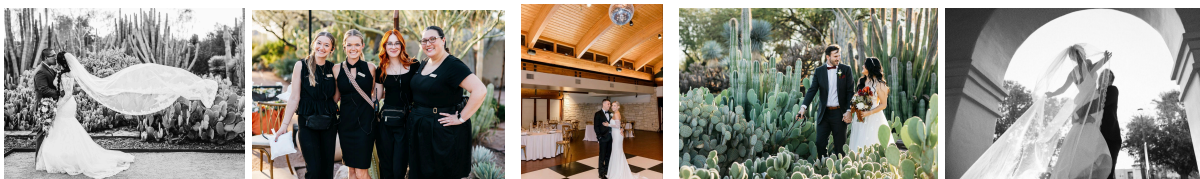
- Planning
 - Detailed planning begins 180 days prior to wedding date
 - Auxiliary Vendor vetting & assistance with contracting
 - Attend auxiliary vendor meetings with couple
 - Assist in wedding website creation
 - Check in call scheduled every 45 days leading up to wedding date
- Your Wedding Day: 1 Lead Planner + 1 Assistant Planner on site for 10 hours

With Partial Planning curation;

- *Client(s) will conduct all sourcing, contract signing, communication (until 180 days prior to event date) with following vendors: Wedding Venue, Bar Services, Catering, Photography, DJ, Officiant, Guest transport, Hotel/Accommodations*

Full Service Wedding Curation

- Planning
 - Detailed planning begins the day your contract is signed!
 - Design deck curation - bringing your wedding vision to life!
 - Venue sourcing, tours, vetting & contracting
 - Vendor referrals, exclusive pricing, contract review, package negotiations, payment management, tastings, site visits & coordination
 - Up to 3 venue & vendor tours/meeting
 - Develop wedding vision & execution plan
 - Attend vendor consultations & meetings
 - Check in calls scheduled every 30 days leading up to the wedding date.
- Your Wedding Day: 1 Lead Planner + 2 Assistant Planners on site for 12 hours



Wedding Suite Enhancements

+ Detailed Wedding Design

- NJeC to Bring wedding vision to life!
- *Estimated 25 hours of planning vendor requests, proposals, emails, phone calls, meetings & design elements.*
- Client(s) to create a design deck or folder on google drive with inspiration photos and concepts for each space (ceremony, cocktails, reception) with the vision and design elements you'd like created.

NJeC to; create design request sheets for each space, send out requests for invoice/proposal for each element, manage vendor contracting, manage logistics, complete execution, budget management of design to stay on budget & in line with couples vision.

+ Complete Budget Management

- NJeC to create working budget for all vendors, designs & wedding items
- After the main wedding vendors are secured, clients upload contracts (or send to planner) and she will add to the budget worksheet with total, retainer & detailed notes on services.
- NJeC to manage when payments are due, when upgrade options are available or when reduced rates are available.
- NJeC planner discounts extended on vendors where applicable (apples to various vendors)

