

## Wedding Planning Session \$150\*

*This package is perfect for the recently engaged couple who aren't sure where to start the planning process, or the couple who plans to coordinate their own wedding but would like a solid start and a seasoned professional to turn to if and when questions arise during the planning process.*

*- It can also be purchased as an engagement gift for a friend or family member! -*

*Must pre fill form on website/ via email to collect information*

- 1.5 hour consultation
  - Bounce your ideas off a seasoned wedding and event pro, get advice and guidance about where to start your planning process, decide what type of wedding you want, learn about venue/ elopement options perfect for you.
- Intake & Follow Up Emails
  - Receive an intake questionnaire so that we can make the most of our phone consultation.
  - Follow Up Email- questions always arise after you get off the phone, don't fret. I am including a follow up email with any questions you think up afterwards, as well as answers to anything that came up during the consultation and needs revisited.

**\*Cost can be applied to other Planning Packages**

**VIRTUAL WEDDING CONSULTATIONS**

Are you planning your wedding but unsure about a few things or recently engaged and have no idea where to start?

Chat with a seasoned wedding pro who can answer your questions and give you sage advice.

As an event & wedding planner for over 10 years, I've organized everything from mountainside elopements to weekend long extravaganzas for 300 guests. I offer virtual consultations where we chat about your plans and I give guidance based on your vision.

**\$150**  
1.5 hour Virtual Meeting  
Intake & Follow Up Emails

APRIL HERSHBERGER  
APRIL@APRILHERSHBERGER.COM  
WWW.APRILHERSHBERGER.COM

Give yourself the peace of mind that you really have thought of everything!

## **Wedding Day Coordination \$1200**

*Have you already planned your wedding but would like to actually enjoy all that hard work? Let me take care of the last minute details and pull it all together for you, then oversee all the moving parts of the big day so you can celebrate with your friends and family.*

### Pre-wedding

- **1.5 hour Wedding Planning Session**
- Up to 2 more hours pre-planning time (including a venue walk through).
  - Final vendor check-in to confirm arrival times, final costs due, head counts, and other details.
- Create custom Wedding Day agendas
  - Itinerary for bridal party.
  - Itinerary for vendors, venue, and back-of-house.

### Rehearsal

- Distribute bridal party itinerary to bridal party, officiant, and key family members.
- Oversee ceremony rehearsal.
- Ensure bridal party is clear on ceremony details, schedule, and lineup.

### Wedding Day: 8 hours of on site coordination

#### Pre-ceremony/ Pre-Reception

- Greet all vendors and oversee their setup.
- Confirm ceremony site is set up per specifications, programs ready, flowers done.

#### Ceremony

- Instruct greeters on welcoming and seating guests.
- Oversee ceremony musicians and cue them when to start playing.
- Lineup bridal party and cue them on when to walk down the aisle.

#### Reception

- Confirm all decor is set up per specifications, table numbers done, gift and cake tables set up per specifications, and any other specialty items: i.e. photo booth, favors, extra decor items set up and all candles lit.
- Confirm caterer and bar are set up and ready prior to guests arrival.
- Locate and lineup bridal party for announcements.
- Oversee the schedule and make sure all vendors adhere to it.
- Cue emcee, DJ, or band for announcements and dances, tosses, cake cutting, toast.
- Make sure bridal couple gets to eat dinner, have drinks, and takes care of helping them navigate the crowds of guests, access facilities, and helps bride switch shoes ;-)
- Facilities signing of marriage certificate with officiants and photographer.

#### Post-Reception

- Orchestrates send off.
- Put together leftovers and extra cake.
- Oversee and assist family/ bridal party loading up gifts.
- Oversees and assist in cleaning up reception area.
- Do final sweep of venue to check for personal items.
- Monitor weather and anticipate “plan B” set ups and implement if needed.
- Assure all vendors and bridal party adhere to the wedding day schedule.
- Communicate with photographer to make sure all key moments are caught.
- Deal with any problems that arise throughout the day.

## Wedding Day Coordination PLUS \$2000

*This package is perfect for the couple who wants to be fully present in their special day and they want their family and bridal party to be fully present as well! Also a great option for non traditional venues that don't include staff (i.e. parks, private homes) or don't have an on site coordinator to attend to you, your guests, and the decor.*

- **1.5 hour Wedding Planning Session**
- **Wedding Day Coordination Package**
  - **10 hours day-of coverage**
- Complete ceremony and reception set up and break down (this may include hiring extra staff to seamlessly facilitate this task).
  - May include, but is not limited to...
    - ironing linens for tables
    - unpacking and placing all decor items
    - draping and decorating arbor or alter area
    - setting up table and chairs for reception
    - setting up chairs for the ceremony
    - cleaning up reception and ceremony decor items
    - gathering all rental items for return
    - loading all leftover food and cake
    - loading all gifts and personal items at the end of the night

## **Elolements \$575**

*Have you decided to get away from it all and say "I DO" just between the two of you? Elopements are a special and intimate vacation that require both wedding planning and travel arrangements, as well as meal and activity reservations. I will serve as your concierge for your elopement trip and help you plan it ahead of time, coordinate all the details during, and enjoy your elopement the way you should! All you have to do is contact me and I will handle all the details for you!*

- **2 hour Wedding Planning Session**
- **3 hours Day-of Service**
  
- Vendor and venue/resort coordination.
  - Coordination and referrals of resort, B&B, hotel, rental home or other venue.
  - Coordination of bouquet and boutonniere and delivery on wedding day.
  - Coordination of wedding cake and topper and delivery on wedding day.
  - Coordination and referrals of officiant and photographer.
  - Information on process of obtaining necessary marriage license per destination.
  - Make reservations for wedding night dinner.
  - Make any other dining reservations throughout duration of trip.
  - Make recommendations and reservations for any spa, recreation, golf, or other amenities and activities.
  
- 3 hours of service on your wedding day.
  - Custom wedding day itinerary.
  - Check with venue ahead of arrival and assure ceremony location is prepared.
  - Check in with resort/ lodging and prepare for arrival.
  - Greet Hair and Makeup and direct them where to set up.
  - Pick up florals and cake and deliver to venue.
  - Assist bride with getting dressed.
  - Greet officiant and photographer.
  - Make sure photographer gets pre-ceremony shots, florals and other details.
  - Facilitate the ceremony.
  - Help photographer capture post ceremony photos with staging.
  - Prepare wedding dinner and honeymoon suite with any special requests or purchases.

## **Full Service Design and Planning \$5000**

- **Wedding Planning Session**
- **Wedding Day Coordination Package Plus**
- Complete wedding design and planning services
  - Will customize a wedding design for you that will give all of your wedding elements a unique and cohesive feel from your save-the-date to your final send off.
    - Will design invitations and assist in wording and etiquette.
    - Will design programs, table cards, and other print items to enhance the design of your wedding.
    - Design decor and floral options and work with you to bring your wedding day dreams to reality.
  - Custom wedding timeline and budget, with updates and reminders.
  - Will meet all vendors with you (or for you if from out of area).
  - Bridal party coordination (gifts, hair and makeup, dress and suits/ tuxes).
  - Venue and vendor liaison... one number for all your wedding needs- all you do is deal with me- I deal with everyone else!
  - Coordination of resort and hotel room bookings for guests, coordination of your travel or transportation needs for the event.