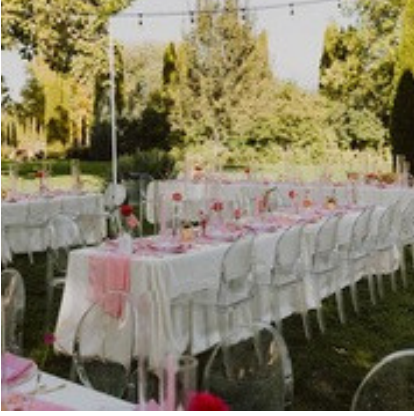


Wedding



PLANNING & COORDINATION

Pricing Guide



## ELOPMENT PLANNING *\$400*

DEPOSIT OF \$200

- 2 phone calls
- Vendor recommendations
- Timeline help
- Seating arrangements
- Other small tasks

(Does NOT include day of)



## DAY OF SERVICE

*\$850*  
DEPOSIT OF \$425

- Unlimited calls
- Rehearsal management
- Venue Walk through
- Set up/tear down
- Timeline assistance
- Vendor contact for full day
- Available from moment of booking



## FULL SERVICE

*\$2,500*  
DEPOSIT OF \$500  
OR \$100 MONTHLY

- Rehearsal management
- Venue Search & Walk through
- Set up/tear down
- Seating arrangements
- Timeline/ seating creation
- Vendor booking and contracts
- Vendor contact for full day
- Meetings of for vision, style and details
- Assist with design, styling, & sourcing all vendors

Available from moment of booking

(Includes Full Day of)

*Investment*

## ADD ON

- Assemble and Mail Out Invitations
- Rehearsal Dinner Arrangements
- Hotel Options for Out-of-Town Guests
- Negotiate Group Rates at Hotels
- Assemble Welcome Baskets at Hotels
- Day After Brunch Arrangements
- Bridal Shower Plans
- Bachelorette Party Plans
- Honeymoon Arrangements

**\*CONTRACT & DEPOSIT REQUIRED FOR BOOKING**

**\*TRAVEL FEE REQUIRED OVER 200 MILES**

# Day of Package

## Planning & Preparation

- Guidance begins upon contract signing
- Unlimited consultations via phone or e-mail
- Up to 2 in-person planning consultations
- Consultation – review vendor contracts, site visit or review paperwork
- final detailed meeting with couple at reception venue (4-6 weeks prior to event)
- Review final Banquet Event Orders (BEOs) and Floor Plan as provided by Catering Manager
- Marriage License Information
- Etiquette Advisement

## Vendor Coordination

- Communicate venue policies and conduct with each vendor
- Review vendor contracts and final payments
- Conference and confirmation of all services with vendors prior to event day
- Coordinate and distribute wedding day timeline for vendors
- Confirm final rental detail orders and counts

## Wedding Rehearsal

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Provide information on attendants' duties

## Wedding Day Services

- Setup, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Setup personal items as per instructions for ceremony & reception
- Orchestrate music and timing with ceremony/reception vendors
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate reception timeline - grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- End of event supervision on rentals and pickups

## Notes

- Additional Cost for Assistant Coordinators required for larger weddings (250+ guests). Assistants rates at \$50/hr dependent on:
  - Number of guests
  - Location of ceremony & reception
  - Travel, accommodations and additional expenses not included

# Full Service Package

## PLANNING & PREPARATION

- Guidance begins from contract signing
- Unlimited consultations via phone or e-mail
- Up to 5 in-person planning consultations (excludes Design & Décor Consults)
- Consultation - Review vendor contracts, site visit or review paperwork
- Final detailed meeting with couple at reception venue
- Attendance at Menu/Tasting Selection
- Venue Search for Ceremony and Reception Location (up to 5)
- Personal Attendance to All Site Tours (As Needed)
- Assistance with Selection of Wedding Attire and Accessories
- Assistance with Selection of Wedding Party Gifts
- Assistance with Selection of Wedding Favors
- Assistance with Invitation and Stationery Goods (menu, programs, signage, etc).
- Assistance with Research on Group and Hotel Room Blocks
- Assistance in Developing Seating Arrangements for the Reception
- Review final Banquet Event Orders (BEOs) and Floor Plan as provided by Catering Manager
- Marriage License Information
- Etiquette Advisement
- Personalized Checklists and Reminders
- Budget and Cost Analysis - Establish Priorities

## VENDOR SELECTION & COORDINATION

- Vendor Referrals based on Client's budget and style - Verify Availability, Provide Rate Information, Schedule and Confirm Appointments and Reminders per client's needs
- Track All Vendor Deposits, Payments and Due Dates with reminders
- Communicate venue policies and conduct with each vendor
- Conference and confirmation of all services with vendors prior to event day
- Coordinate and distribute wedding day timeline for vendors
- Confirm final rental detail orders and counts

## DÉCOR AND DESIGN SERVICE

- Consult and establish with Client to discuss wedding color combinations, theme and design concepts
- Personalized design board based on Design Consultation.
- Establish what style and duties are expected of me as a coordinator.

## WEDDING REHEARSAL

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Provide information on attendants' duties

## WEDDING DAY SERVICES

- Setup supervision, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family

## WEDDING DAY SERVICES (cont)

- Setup personal items as per instructions for ceremony & reception
- Orchestrate music and timing with ceremony/reception vendors
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate reception timeline - grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- End of event supervision on rentals and pickups

## Notes

- Travel Fee required over 200 miles
- Additional Cost for Assistant Coordinators required for larger weddings (250+ guests). Assistants rates at \$50/hr dependent on:
  - Number of guests
  - Location of ceremony & reception
- Travel, accommodations and additional expenses not included

## Add on/A la carte

- Set Up Personal Items on event day
- Venue Selection
- Vendor Search & Referrals
- Budgeting Session
- Additional Consultation Meetings
- Additional Assistant Day of Coordinators
- Assemble and Mail Out Invitations
- RSVP Service
- Rehearsal Dinner Arrangements
- Research Hotel Options for Out-of-Town Guests
- Negotiate Group Rates at Hotels for Out-of-Town Guests
- Plan Activities for Out-of-Town Guests
- Assemble & Distribute Welcome Gift Bags or Baskets at Hotels
- Bartender Services
- Photograph event (non wedding)
- Day After Brunch Arrangements
- Bridal Shower Plans
- Bachelorette Party Plans
- Honeymoon Arrangements