

Hello

Thanks for taking a look at what
Opulent Events has to offer.



Wedding Month Management

Prep Time	Financial Commitment	2 In Person	Hours
4 weeks +	\$3,000+	Consultations	Unlimited

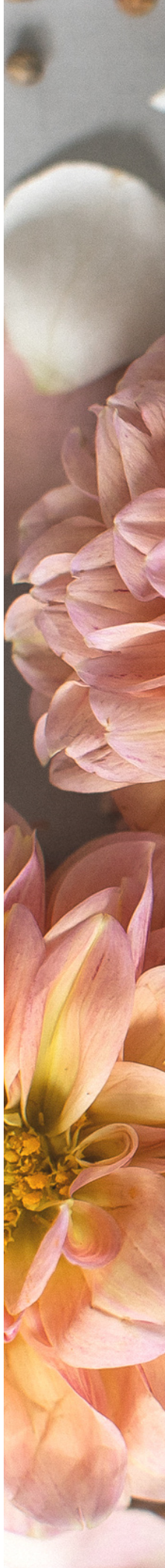
Organization & Guidance

- Complimentary consultation
- Unlimited hours of consultation via phone, email, and video chat
- 2 in-person consultations to discuss details
- Creation and management of your personalized online floor plan
- Vendor Referrals
- Etiquette Advice
- Guide and assist with décor ideas
- Guide and assist with choosing floral arrangements, linens, and rental items
- Assist with floor plan design layout based on what works best in the venue. Set up of tables and chairs is additional.

Wedding Month Coordination

You will have the assistance of two wedding day coordinators all day, while you get pampered in hair and makeup. Additional staffing will be needed for guest lists of 250 or more. Additional cost applies.

- Act as the “go-to” for any vendors, wedding party, and bride or groom
 - Greet and assist all vendors with their proper setup instructions for the ceremony site as well as the reception site
 - Disbursement of all vendor gratuity and final payments
 - Assist in setting place cards, guest book, gift table, programs, menu cards, dessert table, photographs, etc. (DIY projects will be \$15/table if not fully assembled)
 - Distribute all corsages, boutonnieres, and bouquets
 - Manage the timing of the day's events for the bride and groom, wedding party, family, and vendors
 - Corral family and bridal party for formal photographs to maximize photographers time
 - Review seating assignments with ushers
 - Round up, line up, and cue the wedding party when it's time to walk down the aisle
 - Appropriately cue the ceremony musicians
 - Appropriately cue and prepare you through the grand entrance, toasts, cake cutting, first dance, other dances, and send off
 - Move any ceremony décor to reception space (chairs not included)
 - Lite all candles and ensure all last-minute touches are completed
 - Ensure all vendors complete all obligations at the completion of their job before exiting
 - Collect wedding gifts, guest book, pen, personal photographs, other décor items and deliver them to the appropriate person
 - One hour Rehearsal coordination day prior to the wedding. Date and Time TBD by Couple
 - Total of 10 hours day-of wedding plus 1 hour rehearsal
-



Partial Wedding Planning

Prep Time
12 months +

Financial Commitment
\$6,500+

7 In Person
Consultations

Hours
Unlimited

Organization & Guidance

- Complimentary consultation
- Unlimited hours of consultation via phone, email, meetings, and video chat
- 7 in-person consultations
- Creation and management of your wedding budget through your custom client portal in Aisle Planner Platform
- Management of your vendor contacts, contracts, appointments, and payment schedule
- Creation and management of your personalized checklist
- Creation and management of your personalized online design platform
- Collection of necessary insurance certificates
- Guest List coordination in Aisle Planner Platform
- Vendor Referrals
- Etiquette Advice

Vendor Selection

After our initial consultation, we will research and compile a list of trusted vendors whom we believe will achieve your dream wedding within your allotted budget. We will negotiate with these vendors to get you the best deals, saving you time and money. We will set all appointments, attend all meetings, and manage all communication with these vendors.

- Hotel room blocks
- Transportation
- Ceremony Venue
- Reception Venue
- Caterer/Bakery
- Officiant
- Stationery Designer
- Photographer/Videographer
- Floral Designer
- Rental Company
- Musicians/Band/DJ
- Photo Booth Rental
- Hair and Makeup



Décor & Finer Details

We will assist you in developing the overall aesthetic for your wedding, from the color palettes, linens, and flowers. We want to turn your vision into a reality!

- Develop a color scheme
- Guide and assist with décor ideas
- Guide and assist with choosing floral arrangements, linens, and rental items (delivery and set up of rentals will be additional charge)
- Guide and assist with stationary selection
- Assist with setting up the floor plan and design layout based on what works best in the venue
- Assist and attend in menu tasting and selection
- Guide and assist in choosing wedding attire
- Guide and assist in wedding favors, wedding party gifts, and out of town baskets

Finalization of Details

We are here from start to finish and do not want to leave any loose strings.

- Finalize and distribute “The Big Day” timeline for all wedding party guests
- Finalize and distribute “The Big Day” timeline to all vendors
- Finalize all wedding night accommodations for bride and groom
- Finalize vendor confirmations

Wedding Week Coordination

We want you to be as stress-free as possible, so we would be happy to assist in the following:

- Rehearsal coordination
- Deliver out of town baskets to the designated hotel(s)

Wedding Day Coordination

You will have the assistance of two wedding day coordinators all day, while you get pampered in hair and makeup. Additional staffing will be needed for guest lists of 250 or more. Additional cost applies.

- Act as the “go-to” for any vendors, wedding party, and bride or groom
 - Greet and assist all vendors with their proper setup instructions for the ceremony site as well as the reception site
 - Disbursement of all vendor gratuity and final payments
 - Assist in setting up reception décor such as table décor, place cards, guest book, gift table, programs, menu cards, dessert table, photographs, etc. (DIY projects will be \$15/table if not fully assembled)
 - Distribute all corsages, boutonnieres, and bouquets
 - Manage the timing of the day's events for the bride and groom, wedding party, family, and vendors
 - Corral family and bridal party for formal photographs to maximize photographers time
 - Review seating assignments with ushers
 - Round up, line up, and cue the wedding party when it's time to walk down the aisle
 - Appropriately cue the ceremony musicians
 - Appropriately cue and prepare you through the grand entrance, toasts, cake cutting, first dance, other dances, and send off
 - Move any ceremony décor to reception space
 - Light all candles and ensure all last-minute touches are completed
 - Ensure all vendors complete all obligations at the completion of their job before exiting
 - Collect wedding gifts, guest book, pen, personal photographs, other décor items and deliver them to the appropriate person
-

Full-Service Planning

Prep Time
12 months +

Financial Commitment
\$9,500+

Monthly In-Person
Consultations

Hours
Unlimited

Organization & Guidance

- Complimentary consultation
- Unlimited hours of consultation via phone, email, meetings, and video chat
- Unlimited in-person consultations
- Creation and management of your wedding budget through your custom client portal in Aisle Planner Platform.
- Management of your vendor contacts, contracts, appointments, and payment schedule
- Creation and management of your personalized checklist
- Creation and management of your personalized online design platform
- Collection of necessary insurance certificates
- Guest List coordination
- Vendor Referrals
- Etiquette Advice

Vendor Selection

After our initial consultation, we will research and compile a list of trusted vendors whom we believe will achieve your dream wedding within your allotted budget. We will negotiate with these vendors to get you the best deals, saving you time and money. We will set all appointments, attend all meetings, and manage all communication with these vendors.

- | | |
|-------------------------|----------------------------|
| -Rehearsal Dinner Venue | -Stationery Designer |
| -Farewell Brunch Venue | -Photographer/Videographer |
| -Hotel room blocks | -Floral Designer |
| -Transportation | -Rental Company |
| -Ceremony Venue | -Musicians/Band/DJ |
| -Reception Venue | -Photo Booth Rental |
| -Caterer/Bakery | -Hair and Makeup |
| -Officiant | -Dress & Tux Purchasing |



Decor & Finer Details

We will assist you in developing the overall aesthetic for your wedding weekend, from the rehearsal dinner décor, to your big day décor. We want to turn your vision into a reality!

- Develop a color scheme
- Guide and assist with décor ideas
- Guide and assist with choosing floral arrangements, linens, and rental items (delivery and set up of rentals will be additional cost to client).
- Guide and assist with stationery selection
- Assist with setting up the floor plan and design layout based on what works best in the venue
- Assist and attend in menu tasting and selection
- Guide and assist in choosing wedding attire
- Guide and assist in wedding favors, wedding party gifts, and out of town baskets

Finalization of Details

We are here from start to finish and do not want to leave any loose strings.

- Finalize and distribute “The Big Day” timeline for all wedding party guests
- Finalize and distribute “The Big Day” timeline to all vendors
- Finalize and distribute Rehearsal Dinner, Big Day, and Farewell Brunch timelines to all vendors
- Finalize all wedding night accommodations for bride and groom
- Finalize vendor confirmations

Wedding Week Coordination

We want you to be as stress-free as possible, so we would be happy to assist in the following:

- Rehearsal coordination
- Assist in picking up stationery items
- Assist in coordinating pick up rental items *terms apply
- Deliver out of town baskets to the designated hotel(s)
- Collect personal items such as décor, photographs, guestbook, favors, toasting glasses, cake serving set, etc. (usually at rehearsal dinner)

Rehearsal Dinner Coordination

We will work with your vendors to make sure your vision is executed to perfection. You will have one coordinator on-site for up to 5 hours (including setup time).

- Set up table décor including linens, flowers, candles, place cards, etc.
- Work with the caterer or restaurant staff to make sure the menu is precise and accurate

Farewell Brunch Coordination

We will work with your vendors to make sure your vision is executed to perfection. You will have one coordinator on-site for up to 4 hours (including setup time).

- Coordinate the guest list
- Coordinate the catering or food delivery
- Setup table décor including linens, flowers, etc.

Wedding Day Coordination

You will have the assistance of two wedding day coordinators all day, while you get pampered in hair and makeup. Additional staffing will be needed for guest lists of 250 or more. Additional cost applies.

- Act as the “go-to” for any vendors, wedding party, and bride or groom
 - Greet and assist all vendors with their proper setup instructions for the ceremony site as well as the reception site
 - Disbursement of all vendor gratuity and final payments
 - Assist in setting up reception décor such as table décor, place cards, guest book, gift table, programs, menu cards, dessert table, photographs, etc. (DIY projects will be \$15/table, paid for before items get placed)
 - Distribute all corsages, boutonnieres, and bouquets
 - Manage the timing of the day's events for the bride and groom, wedding party, family, and vendors
 - Corral family and bridal party for formal photographs to maximize photographers time
 - Review seating assignments with ushers
 - Round up, line up, and cue the wedding party when it's time to walk down the aisle
 - Appropriately cue the ceremony musicians
 - Appropriately cue and prepare you through the grand entrance, toasts, cake cutting, first dance, other dances, and send off
 - Move any ceremony décor to reception space
 - Light all candles and ensure all last-minute touches are completed
 - Ensure all vendors complete all obligations at the completion of their job before exiting
 - Collect wedding gifts, guest book, pen, personal photographs, other décor items and deliver them to the appropriate person
-

