SEALED WITH A KISS EVENTS

A Pricing Guide

Services include...

- Create event budget and manage it based on spending goals
- Create an actions items list for Client with targeted completion dates for each action to facilitate clear communication between Planner and Client and to enable an organized planning process
- Conduct scheduled weekly calls to check in with Client about action item status and progress in the planning process
- Assist in selecting hotel(s) for out of town guests and establishing a hotel block(s) with favorable rate, when available
- Curate vendor referrals based on Client's budget goals, personality, and event design (includes, as applicable: photographer, videographer, florist, bakery, invitations, catering, calligrapher, DJ/ Band, rentals, and lighting design)
- Design the ceremony and reception areas by using a shared Pinterest account with Client and ultimately delivering a PDF of the design elements
- Suggest options for design elements including save the date, invitation, wedding day signage, and floral design elements
- Review all incoming contracts and offer suggestions for adjustment if needed
- Create and modify master itinerary, individual itineraries for vendors who remain onsite for the wedding day, and bridal party itineraries for the bridal party and parents





Services include... (cont.)

- Create a detailed layout for the event which shows where ceremony and reception tables and chairs are placed, welcome tables, beverage stations, bars, cake table, food stations, etc. (if venue does not provide)
- Email, Skype and phone availability throughout the planning process
- RSVP management
- Coordinate the wedding rehearsal (does not include rehearsal dinner)
- Wedding day set up: greet vendors as they arrive and direct them to set up according to layout, act as primary vendor liaison, set up décor brought in by Client in assigned areas (usually includes signage, photos, guest book, cake cutting utensils, table numbers, escort cards, menus, etc.)
- Execute timeline as planned, including as applicable: organize set up, transportation, processional line up, family portraits, cocktail hour, dinner, toasts, cake cutting, cue band/DJ announcements, coordinate first dance, father daughter dance, mother son dance, and last dance
- Distribute tips to vendors
- Behind the scenes event management and troubleshooting
- Clean up decor and put in designated room, space, or vehicle

Additional Events

Rehearsal Dinner | Sunday Brunch

- Search for the perfect San Francisco venue to host rehearsal dinner
- Design the tablescape at the venue
- Select and manage all rentals
- Set up the venue space per the design
- Assist with any AV needs for slideshows, toasts, etc.
- Create manage, and execute timeline

Staffing + Trstallation

All staff will be an additional fee Lead Assistant Assistant Intern

Each day of installation will incur a charge to coordinate and execute all set up needs



Packages + Pricing

FULL SERVICE PLANNING AND DESIGN Starting at \$12.000

PARTIAL PLANNING Starting at \$4,000

MONTH-OF PLANNING Starting at \$4,000

SMALL WEDDINGS + ELOPEMENTS WEEKDAY:

\$200 per guest with \$3,000 minimum

WEEKEND:

\$225 per guest with \$4,000 minimum

HOLIDAY WEEKEND:

\$250 per guest with \$4,000 minimum

CONSULTATIONS \$100/hour

DESTINATION WEDDING Starting at \$15,000

ADDITIONAL EVENTS
Pricing based on scope of event

