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CARLY RAE  
WEDDINGS





# About

Carly Rae Weddings is a full service event company that offers timeline creation, budget management, event design, vendor curation, shoot styling, venue scouting, prop creation and much more.





“Carly Rae Weddings takes care of it all, so you can dance your face off.”

With an entire team behind every event, our hands-on approach and years of industry know how help ensure that even the smallest of details is given time and attention. We strive to collaborate with our clients to create one of a kind experiences that your guests won't soon forget.

Each proposal is customized to your guest count, needs, and location. Based in Los Angeles + Seattle, as well as servicing clients across the globe.





# Month-of Coordination

Need someone to come in and execute your design and ideas that you have been slaving over for months so you can walk down the aisle care free? This package is for you.

## Communication, Wisdom, and Consultation

- Up to 3 meetings to develop a timeline, review vendor contracts, and finalize any details to ensure that your wedding or event is flawless.
- Unlimited emails Tuesday - Friday during normal office hours.
- Guidance as sensitive issues come up.

## The Month Before

- Walkthrough the venue(s) with you to go over details, take notes, and meet on site coordinator.
- Create a detailed itinerary explaining every little detail about your wedding to ensure that everything happens just as you have planned.

- Communicate to your vendors arrival times, set up details, and venue specifications.
- Create venue schematics for all vendors to use as a visual reference when setting up.
- Run through rehearsal with officiant.

## Wedding Day Oversight

- Greeting vendors and ensuring that they perform the services as requested.
- Receive deliveries.
- Oversee banquet staff; guide the set-up of rentals, music, lighting, etc.
- Distribute gratuities and final payments to vendors on your behalf.
- Personal assistant to the bride and groom.
- Assist wedding party, family, and friends with any needs, questions, or concerns.
- Orchestrate the wedding ceremony (line up wedding party, cue music, etc.).
- Orchestrate the wedding reception (food service, toasts, announcements, events, etc.).
- Ensure end of event arrangements are made for gifts, guest book, rentals, etc.
- Provide a bridal emergency kit for wedding day.
- Stay at the wedding until the last guest leaves to ensure all challenges are taken care of as they arise.
- Two coordinators on site day-of.



# Partial Planning

Do you have a rough idea of what you want but just can't seem to put your finger on where to begin? Let us help with the planning, vendors, and coordination that support your style creating a day to remember.

## Communication, Wisdom, and Consultation

- We would be happy to meet with you as often as needed throughout the planning process.
- Unlimited emails and phone calls Tuesday - Friday during normal office hours.
- Guidance as sensitive issues come up.
- Weekly 30 minute call leading up to the wedding as needed.

## Organization

- Create a vendor packet complete with contact list, wedding details, timeline, and venue specifications for vendors.
- Communicate to your vendors arrival times, set up details, and venue requirements.
- Create venue schematics for all vendors to use as a visual reference when setting up.
- Run through rehearsal with officiant.

## Budgeting

- Initial meeting to establish wedding budgets and expectations.

## Vendor Selection and Management

- Walkthrough the venue(s) with you to go over details, take notes, and meet on site coordinator.
- Develop a relationship with onsite management to ensure a smooth working relationship the day of your event.
- Preferred vendor recommendations that accomplish your vision.
- Accompany you to vendor meetings to provide insight in the selection process.
- Confirm all of the final details with vendors 2 weeks before the wedding.

## Design

- Collaborate with you to create a one of a kind custom design for your wedding.
- Walk through your venue to create a vision for the ceremony and reception layout.
- Creation of color palette, mood boards, and concept guide for floral, stationary, and other decor related vendors.
- Referrals to our preferred vendors to accomplish design.

- Communicate design concepts and vision to wedding vendors (stationary, florals, sweets, rentals, etc.).
- Select and order all design elements for you.
- Assist in selecting wedding fashion including bridal party attire as needed.
- When needed, outsource one of a kind fabrications to creative professionals.
- Mock ups for table design to finalize details.

## Wedding Oversight

- Greeting vendors and ensuring that they perform the services as requested.
- Receive deliveries.
- Oversee banquet staff; guide the set-up of rentals, music, lighting, etc.
- Distribute gratuities and final payments to vendors on your behalf.
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- Ensure end of event arrangements are made for gifts, guest book, rentals, etc.
- Provide a bridal emergency kit for wedding day.
- Stay at the wedding until the last guest leaves to ensure all challenges are taken care of as they arise.
- Set up and tear down wedding.
- Two Coordinators on site day-of.



# Full Planning

Planning your wedding alone can seem like an impossible task. That’s where we come in! Collaborating with your style, dreams, and budget we handpick the best vendors, secure the perfect locations, and design the entire day around your story.

## Communication, Wisdom, and Consultation

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- Unlimited emails and phone calls Tuesday - Friday during normal office hours.
- Guidance as sensitive issues come up.
- Weekly 30 minute call leading up to the wedding as needed.

## Organization

- Create a vendor packet complete with contact list, wedding details, timeline, and venue specifications for vendors.
- Communicate to your vendors arrival times, set up details, and venue requirements.
- Create venue schematics for all vendors to use as a visual reference when setting up.
- Run through rehearsal with officiant.

## Budgeting

- Initial meeting to establish wedding budgets and expectations.
- Manage a detailed wedding budget.
- Negotiate all vendor contracts to make sure they are in line with the proposed budget.
- Provide budget updates periodically.
- Keep track of wedding related payments.
- Oversee contracts and notify you of potential overages as they might occur.

## Vendor Selection and Management

- Walkthrough the venue(s) with you to go over details, take notes, and meet on-site coordinator.
- Develop a relationship with on-site management to ensure a smooth working relationship the day of your event.
- Preferred vendor recommendations that accomplish your vision.
- Accompany you to vendor meetings to provide insight in the selection process.
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## Design

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# Corporate Events

Servicing companies of all sizes for promotional and holiday events. Carly Rae strives to curate each event while representing the brand with ease and integrity. No project is too small or too large for our team to handle.

## CLIENTS

Gradient, 360 Destination Experience, Omaze.





# Get in touch

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LOS ANGELES + SEATTLE

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SERVICES WORLDWIDE