

2023

by Four Seven Gallery Event
Planning and Designs, LLC



Four Seven Gallery Welcome Package

LET THE FUN BEGIN!



Welcome!

WE ARE HAPPY TO WORK WITH YOU

Thank you for considering Four Seven Gallery as your planner and decorator for your wedding! We are excited about your big day and want to take a moment to personally thank you for choosing us. As your planner, our number one priority is to make sure the planning process is smooth and that your big day is stress free. This Welcome Package is designed to provide detailed information on how we will structure the planning process leading up to the wedding day. Please take the time to review our pricing packages to see which option is perfect for you.

If you have any questions, please contact us at any time.

Sincerely,

*Danielle B.
Four Seven Gallery*

OUR CONTACT

1616 West Main St Suite 505
Marion, IL 62959

Email: danielle@foursevengallery.com
Ph: 618-751-5305

Service Price Sheet

HERE'S A LOOK AT OUR PACKAGES FOR 2023

WHICH PACKAGE IS FOR YOU?

In what areas do I need help?

- Developing and Tracking a Budget
- Vendor Selections
- Guest Accommodations
- Contract Reviews
- Assistance in Stationery Design and Ordering
- Ceremony and Reception Designs
- Wedding Calendar to Follow Throughout the Planning Process
- Seating Chart Construction



Each package listed below is based on a guest count up to 100. When the guest count and scope of work goes up, the package price goes up.

Full Planning ***\$3,000***

Partial Planning ***\$2,000***

Wedding Day Management ***\$1,600***

Decoration Packages start at ***\$3,500***



Package Descriptions

HERE'S A BRIEF DESCRIPTION OF EACH PLANNING AND DESIGN PACKAGE

FULL PLANNING

Lead Planner and 1 - 2 assistants

- Budget Creation and Tracking
- Vendor Selection and Review
- Guest Accommodations
- Seating Chart Construction
- Assistance in Stationery Designs and Ordering
- Bridal Party attire
- Wedding Calendar
- Ceremony and Reception Floor Plan Design
- Create Signature element
- Music Selection
- Everything in the Wedding Day Management Package

PARTIAL PLANNING

Lead Planner and 1 -2 assistants

- Vendor Recommendation and Contract Review (up to 3 vendors)
- Seating Chart Construction
- Music Selection
- Create Signature Element
- Everything in the Wedding Day Management Package

WEDDING DAY MANAGEMENT

Begins 6 weeks prior to the wedding

- Create a Wedding Day itinerary
- Gather all vendor information
- Conduct a 1 hour and 30 minute rehearsal
- Distribute any final payment and gratuities to your vendors.
- Coordinate up to 12 hours on the wedding day (last vendor on site)

DESIGN PACKAGE

Creation of custom decor items will begin 6 months prior to the event date; allowing time for any changes.

- Premium Quality Table Linens (Covers and Napkins)
- Centerpieces and Candles
- Ceremony Flowers for arch and aisle decor
- Head Table Pipe and Drape Backdrop and Table Decor
- Charger Plates
- Setup and Breakdown

(100 guests = 8 to a table, 13 tables that will need decorations)

Bonus for all planning packages includes Complimentary Champagne and Mimosas on the morning of the Wedding for the Bridal Party.

Booking Process

SAYING YES TO FOUR SEVEN GALLERY!

SECURE YOUR DATE

Once you have chosen the package(s) that you would like to book, you will be required to pay a \$500 non refundable deposit to secure your date.

A contract, addendum and invoice will be sent to your email for you to sign. Your deposit is due at the time of signing your contract. You will have five (5) days from the date that you receive the contract to sign it.

PAYMENTS

Your total balance can be broken up into 3 to 8 payments.

You will be given the option to select which payment plan is suitable for you when you sign your contract.

FORMS OF PAYMENT

PayPal

Venmo

Money Order/Cashier's Check

Personal checks and cash are not accepted. For money orders and cashier's checks, please send those as PRIORITY through your local postal service.