



# Love & Whimsy Events

## SERVICE GUIDE 2024-2025

### APPETIZER

shredded  
peach vinaigrette, buttermilk blue

### ENTREE

seared duck breast, garlic blood  
orange marmalade, rutabaga

### DESSERT

croque-monsieur

# Hey There!

We are so honored to be considered as a part of your wedding team!

At Love & Whimsy Events, we believe that the planning of your special day should not have to be stressful but rather an enjoyable experience. Our experienced team is dedicated to taking care of every detail: creating an exceptional event for you, starting with your initial vision.

We offer a variety of comprehensive planning packages for engaged couples who want their wedding dreams brought to life. Details big and small, we know how important it is to have all elements come together flawlessly and we strive to make sure that every aspect of our clients' vision is realized.

It is our passion to create memorable experiences that reflect the unique personalities of our couples!

We look forward to hearing from you!

Happy Planning,  
Alana

## FULL-SERVICE PLANNING

Designed for engaged couples who want an unforgettable wedding experience without the stress of managing all the details. With comprehensive support from start to finish. From vendor sourcing, budget tracking, and personalized event design, to managing day of logistics, overseeing vendor arrivals, and wedding timeline. Enjoy your wedding journey while we take care of the planning and coordination, allowing you to remain fully present on your special day.

## PARTIAL PLANNING

Our partial planning package is designed for clients who have secured their venue, established a budget, and have 1-2 additional vendors booked. Some services include custom event design, sourcing of design & 3 non design vendors, timeline creation, and on-site event coverage . We provide the expertise you need to bring your vision to life and ensure a successful event.

## WEDDING MANAGEMENT & DESIGN

Our event management + design package is tailored for clients who have completed most of the planning but need assistance in bringing their vision to life. We help with design vendor sourcing, where we carefully select vendors for florals, decor, and other design elements to match your vision. Additionally our team will manage the day of, ensuring that everything runs smoothly and according to plan.

## WEDDING MANAGEMENT

You've booked your venue, vendors and all the planning is complete. Now it's time to entrust us with keeping your wedding day running smoothly. Six weeks prior to your event date, we will take over vendor communications, ensuring a seamless transition. Let us handle the details and ensure a stress-free experience for you on your special day.

**Packages start at \$1650**

To schedule a complimentary discovery call, grab a spot on our calendar [HERE](#)



# PACKAGE DETAILS

## FULL-SERVICE PLANNING

- Initial planning/onboarding meeting + monthly planning touch base
- Custom event design and logistical planning
- Vendor sourcing & management based off preferences & budget
- Contract review & negotiation
- Vendor & venue meeting scheduling & attendance
- Budget development & tracking
- Hotel & travel accommodation management
- Event timeline creation & management
- Floor plan development & seating chart assistance
- Customized planning checklist, budget & guest tracker
- \$200 décor credit towards Love & Whimsy's inhouse rentals
- Final details meeting
- 1 hour rehearsal coordination & management
- Wedding day management
- 12 hour onsite event coverage by Lead coordinator + 1 assistant
- Setup & teardown of personal items, oversee vendor arrivals & setup

## PARTIAL PLANNING

Package is dedicated to couples who have at least 3 of their vendors booked

- Initial planning/onboarding meeting + monthly planning touch base
- Custom event design and logistical planning
- Vendor sourcing & management based off preferences & budget
- Contract review & negotiation
- Vendor & venue meeting scheduling & attendance
- Budget review & tracker
- Event timeline creation & management
- Floor plan development & seating chart assistance
- Customized planning checklist & guest tracker
- \$200 décor credit towards Love & Whimsy's inhouse rentals
- Final details meeting
- 1 hour rehearsal coordination & management
- Wedding day management
- 12 hour onsite event coverage by Lead coordinator + 1 assistant
- Setup & teardown of personal items, oversee vendor arrivals & setup

# PACKAGE DETAILS

## WEDDING MANAGEMENT & DESIGN

- Initial planning + onboarding meeting
- Customized event design
- Design vendor sourcing (Includes florist, decor, linens, stationary, lighting)
- Contract review & negotiation of design vendors
- Design vendor meeting scheduling & attendance
- Design budget review
- Event timeline creation & management
- Floor plan development
- Vendor coordination starting 6 weeks prior to event
- 12 hour onsite event coverage by Lead coordinator + 1 assistant
- 1 hour rehearsal coordination & management
- Setup & teardown of personal items, oversee vendor arrivals & setup
- Final venue details meeting/ walkthrough
- \$100 decor credit towards Love & Whimsy's inhouse rentals

## WEDDING MANAGEMENT

- Vendor coordination starting 6 weeks prior to event
- Initial kickoff call
- Final details meeting
- Day of timeline creation & management
- Floor plan review
- Venue walkthrough
- 1 hour rehearsal coordination & management
- Setup & teardown of personal items, oversee vendor arrivals & setup
- 10 hour onsite event coverage by Lead coordinator + 1 assistant

Packages start at \$1650

To schedule a complimentary discovery call, grab a spot on our calendar [HERE](#)

## Love Notes

"Alana is invaluable!"

Alana was the perfect addition to our wedding team that I never knew I needed! Working with her was the best experience. She helped out in countless ways during our day! She keeps everyone going and things on track. She whole-heartedly cares about you and your experience during all the craziness. I couldn't have imagined it any other way!"

-Jessica & Ray

M E N U

APPETIZERS

smoked mussels, tomato relish,  
pupirito aioli, seasoned frites

SALAD

shredded kale, toasted sesame seed,  
peanut vinaigrette, buttermilk blue

ENTREE

seared duck breast, garlic blood  
orange marmalade, rutabaga

DESSERT

croquembouche



## Love Notes

"Alana was AMAZING. We had a private ceremony in Florida and had our reception back home in Ohio. We didn't give her much time but you couldn't even tell with how everything turned out! I sent her my Pinterest ideas and she literally brought them to life and then some! Not only did she decorate our venue to perfection, she kept me on top of the vendors I needed to book as well. I'm so glad I had her by my side to make sure everything was planned and it made for the best day! Some things went wrong that were out of her control but I wouldn't have even known because she handled it and I was able to continue on with a fun night. I would recommend Alana over and over again! I would give her 10 stars if I could!"

-Shelby & Jake

SALAD  
shredded kale,   
green vinaigrette, watermelon slices  
pepperoni slices, etc.

ENTREE  
roasted duck breast, garlic bread  
orange marmalade, cutabago

DESSERT  
croquembouche

## Love Notes

"Alana was absolutely incredible to work with! We hired her to be our day of coordinator but she did so much more than just that. She helped set our timelines and figure out the small details. She always replied in a timely manner with any questions I had leading up to the day! On the day she did everything we need (and the things we didn't even know we needed) she was super communicative and was the reason everything moved so smoothly! I am so glad I hired her, and would recommend her to all my closest family and friends! If you choose Love & Whimsy Events you will not regret it!"

-Michaela & Jacob