



Total Wedding Coordinator Package Full Design, Planning & Coordination

\$5,000

This is the ultimate collection for the couple that understands the overwhelming, stressful details involved in budgeting, designing and planning a wedding. The couple who wants the luxury of having all the details professionally managed from start to finish. From a bride who has a million ideas and no clue where to start or a busy couple who doesn't have the time to plan and coordinate the wedding they want, this is the package for you.

The Total Wedding Planning Package means that AC Events is coordinating your wedding from start to finish. The process begins with understanding your vision and style for your big day. Then turning those dreams into a reality for you! We work through the biggest items such as choosing a venue, wedding dress selection, decorations, and hiring vendors, all the way to the small details like napkins, place cards and more!

The Total Wedding Planning Package Includes: presenting wedding venue, photographer, decorations, color palettes and more that meet the following requirements; budget, guest count, location & desired atmosphere. Arrange and attend site visits with you to the top three venue choices and assist in the contracting process of the chosen venue for your preferred date. We will help create the style and theme for your wedding including design elements, décor and color palette, a custom wedding timeline and checklist of what needs to be accomplished from present time until the wedding day, providing reminders along the way.

This plan also includes a custom budget breakdown (keep you on track, recommend money saving ideas, etc), a personalized schedule for all vendor & will attend all venue consultations. You will have unlimited access to your Wedding Coordinator via phone, email and text, and multiple meetings leading up to your big day! Also, she will plan and coordinate your rehearsal dinner, and wedding walk through, and more!!

Pricing starts at \$2500, not to exceed \$5000, cost depends on Wedding details.

Wedding Day

12 hours onsite coordination

Wedding Coordinator on site

CEREMONY

Bride Emergency Kit

Meet vendors at site for deliveries and setup

Assist with ceremony design and setup

Set up ceremony decor

Distribution of bouquets and/or pinning on of boutonnieres and corsages

Distribute ring pillow and flower baskets

Coordinate with officiant

Confirm possession of rings prior to ceremony

Line up and cuing of bridal party and musicians during the ceremony

Instruct ushers on family seating and timing

Assist bridal party to reception



Total Wedding Coordinator Package continued:

RECEPTION

- Oversee reception setup
- Review reception schedule with venue
- Set up bridal table and cake table for desired items (cake knives, toasting flutes, etc.)
- Set up reception decor
- Oversee all reception decor and design details
- Layout all place cards, table numbers and favors
- Greet guests at reception and offer any necessary directions or instructions
- Coordinate bridal party entry and lineup for announcements at reception
- Maintain and coordinate the agenda and timeline of the eventing (toast, first dance, cake cutting, bouquet toss, etc.)
- Provide bride and groom VIP services
- Cue bride and groom, bridal party and parents for special events
- Coordination of grand exit
- Deliver final payments and tips to vendors
- Arrange for gifts and ceremony/reception items to be moved from reception to designated car

A La Carte Services Available at an Additional Charge.



Package 2

Wedding Day Coordination

\$2,500

This package is for the couple who would like to do all the planning on their own, but are looking for a little guidance and day-of coordination on their wedding day to ensure a seamless, perfect flow. From creating a wedding day timeline and connecting with your chosen vendors, to coordinating the rehearsal and managing your bridal party and family on the wedding day, you can trust us to take care of business so you can relax and enjoy your wedding! The Day of Coordinator Package includes 3 in-person planning meetings, venue walk through, layout planning, vendor list, checklists, rehearsal coordination, and more

Pre-Wedding

Initial planning meeting with couple to gather information

Access to our preferred vendor list

Bridal party checklists

Pre-event site visit to venue

Development and management of wedding day timeline for bridal party and vendors

Review all pre-existing vendor contracts

Final walk through meeting

Development and management of wedding day timeline for bridal party and vendors

Confirm vendors one week prior to wedding day

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

2 hours wedding rehearsal coordination and management

Wedding Day

10 hours onsite coordination

Wedding Coordinator on site

CEREMONY

Set up unity candles, memorial candles, guest book and sign table

Oversee setup of ceremony and reception locations

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Distribution of bouquets and/or pinning on of boutonnieres and corsages

Distribute ring pillow and flower baskets

Coordinate with officiant

Confirm decoration and details are in place at ceremony and reception sites Act as liaison between wedding party and vendors

Check that marriage license and rings are present for ceremony

Cuing of wedding party, family and/or musicians during the ceremony Instruct ushers on family seating and timing

Help Bride into Gown

Assist Bride, Groom and Wedding Party

Transfer guest book to reception

Ensure day flows smoothly

Handle any last minute emergencies

Distribute final payments



Collection 3

Planning Coordinator

\$1,000

Not sure how to complete your Pinterest board and turn all your ideas into the event of your dreams? We absolutely understand that!! Lucky for you, we are great at turning pretty pictures into perfect parties!! If you are excited about executing your vision all on your own, then this package might be for you.

You run the show with your design and we'll help you with everything else! We'll be with you every step of your event planning journey to make sure nothing is forgotten. Whether you need us to take charge and make things happen, or simply work alongside you to plan your perfect day, you can count on AC Events to make planning your wedding a fun, stress-free experience.

Upon booking, you'll receive a two-hour planning consultation with our knowledgeable coordinator. You'll receive customized packet including a list of vendor referrals to help you start the planning process, a wedding planning checklist to keep you on top of important tasks and timelines, DIY/buying tips and tricks, and more!

Pre-Wedding

Personalize Pinterest Board for your wedding

Develop a wedding day timeline for bridal party and vendors

List of our preferred Vendors

Checklists for photo shots, registry, wedding vendors, additions to your ceremony and more!



A La Carte Services

A la carte services are available to all who need a little something extra. We want your wedding to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

The following services are available on their own or as an “add on” to any collection:

- Hourly consultation services
- Event design consultation
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Hotel arrangements for out of town guests
- Create and/or distribute customized hospitality gift bags
- Custom crafting services
- Display creation and design
- Tabletop design
- Customized items
- Development and management of planning timeline
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding
- Assistance with concept of design of floral, linen and other decor
- Design and layout of furniture lounges, room layout/floor plan design
- Pre-event site visit to venue
- Seating chart layouts
- Assembly of guest favors
- Assembly of invitations
- Minor calligraphy services
- Chalkboard design services
- Rehearsal dinner planning
- Bridesmaid luncheon planning
- Wedding shower planning
- Floral design
- Special wedding weekend event planning such as golf outing, spa day, wine tour, etc.
- Assistance with wedding invitation, save-the-dates, menu and program design
- Rehearsal dinner arrangement
- Transportation arrangement and coordination
- Attend vendor meeting
- Beauty coordination
- Etiquette advice
- Custom weekend itinerary with extensive detail of each activity
- Decor setup and break down
- On-site appointments and consulting
- Personalized timeline
- Personalized vendor recommendations and referrals
- Venue research and scouting



A La Carte Services continued

Wedding day and rehearsal directing only
Development and management of wedding budget
Development and management of guest list and RSVPs
Menu development and advice
Assistance with wedding and gift registry
Day-after brunch or activities coordination
Arranging caterer tastings or cake tastings
Arranging fittings and alterations
Design and assembly of children's activity packs
Help with crafting and DIY decor
Creation and maintenance of personalized wedding website
Honeymoon planning and arrangements
Decoration of honeymoon suite
Management of invitation and stationery orders (save-the-dates, invitations, ceremony and reception stationery)
Create a calendar for vendor payments
Send ongoing reminders for contract deadlines, payments and wedding timeline
Additional on site coordinators
Additional hour coordination
and much more.

***Contact us for pricing information**



Event Packages

Let AC Events plan your wedding related events or parties! After all, you should enjoy the experience just as much as your guests! We offer full or partial planning and design for any party you can imagine. Choose from one of our pre-packages below or contact us for a custom packaged tailored to meet your individual needs.

ENGAGEMENT PARTY [starting at \$300]

WEDDING SHOWER [starting at \$300]

BACHELORETTE/BACHELOR PARTY [starting at \$250]

DESTINATION WEDDING PLANNING [starting at \$500]

BRIDAL LUNCHEON [starting at \$200]

REHEARSAL DINNER [starting at \$200]

WEDDING BRUNCH [starting at \$200]

HOUSEWARMINGS [starting at \$150]

ANNIVERSARY [starting at \$300]

VOW RENEWALS [starting at \$200]

AND MANY MORE!

all packages include:

- Custom Design Development
- Decor Development
- Venue Location Assistance
- Vendor Referral Service
- Vendor Coordination



Pre-Packaged Themes

AC Events has pre-packaged theme packages! We can tailor your party to any theme you like, but here are some of our packages!

RUSTIC CHIC ENGAGEMENT PARTY
MAD-HATTER TEA PARTY WEDDING SHOWER
SOUTHERN TEA PARTY BRIDAL SHOWER
COUPLES BACHELOR/BACHELORETTE PARTY
MERMAID THEMED BACHELORETTE PARTY
LAST FLING BEFORE THE RING BACHELORETTE
PARTY
PURE ROMANCE BACHELORETTE PARTY
POKER NIGHT BACHELOR PARTY
BREAKFAST AT TIFFANY'S WEDDING LUNCHEON
BEER, BOOTS & BBQ REHEARSAL DINNER
FALL IN LOVE REHEARSAL DINNER
WEDDING THEMED MORNING AFTER BRUNCH

***Contact us for pricing information**