

WEDDINGS + EVENTS
ESTD 2018

Just *as* Planned.♥

PERSONALIZED DETAILS. FLAWLESSLY EXECUTED.

SERVICES GUIDE





JUST AS PLANNED

for one of a kind couples



Formerly Samara Josephine Events - Just As Planned Weddings & Events focuses on one of a kind DIY, rustic glam weddings. Offering packages for planning, event management and day of coordination.

Just As Planned Weddings & Events brings enthusiasm and creativity into your planning process, as well as organization and professionalism. Owner and lead planner Samara Oliver helps you bring your vision to fruition through collaboration no matter what package you choose.

Crafting weddings all over the East Coast, with offices in Massachusetts and Georgia.

why couples choose Just As Planned

You want to find ways to bring your DIY ideas to reality!

The concept of working together and bouncing ideas off of each other excites you.



You want a wedding that is simple yet elegant while having a twist of rustic glam to it, often something a bit non-traditional.



You're willing to put your trust in my hands. Building a relationship with me is the glue to bringing everything together.



The Real Deal

WEDDING DAY PLANNING

This comprehensive package is ideal for couples that want hands-on assistance throughout their entire planning process. You will have guidance and assistance from the time of booking through the conclusion of your wedding. This package keeps you on track throughout your planning journey and will hit every component - budget, vision, layout, timeline, and beyond - ensuring that every detail is touched to create the wedding day of your dreams!

- Unlimited emailing
- Virtual welcome call to review your online planning portal and map out planning timeline
- Custom comprehensive wedding planning checklist
- Vendor payment tracking and reminders
- Ceremony processional & recessional assistance during rehearsal walkthrough
- Setup and breakdown of specialty tables and items (ex: guest book, escort cards, signage)
- Setup and breakdown of table centerpieces and décor items provided by the couple
- Oversee and orchestrate wedding day vendor setup
- Wedding day processional lineup assistance and time queuing
- Vendor gratuity distribution

- Unlimited virtual planning meetings via phone or video chat
- Premium online client planning portal
- Budget breakdown, planning and management assistance
- Planner is an active resource for feedback and input while you plan
- Vendor booking assistance
- Vendor quote and contract review
- Communication with booked vendors leading up to the wedding day
- Collaborative online design studio
- Scaled floor plan creation
- Wedding day timeline creation assistance
- Up to 12 hours of wedding day of coordination & unlimited wedding day support

Package Terms:

*Package must be booked at least 8 months before wedding date.

- Virtual planning meetings begin maximum 12 months before wedding date, if more than 12 months out additional planning meetings can be added on for an additional fee at \$100 per meeting/per hour.
- Collaboration between Planner and couple is required, Planner is not responsible for finding and booking all vendors.
- Package includes Day of Coordination



Almost There

EVENT MANAGEMENT

This package is for couples that are confidently planning everything but need some help wrapping up the final details. You'd like support and guidance on the key components for the day of execution such as timeline, floorplan, and final rental order review. A fresh and second eye to review everything you have planned out to ensure no details are missed!

- Unlimited emailing
- Virtual welcome call to review your online planning portal
- Custom comprehensive wedding planning checklist
- Vendor payment tracking and reminders
- Ceremony processional & recessional assistance during rehearsal walkthrough
- Setup and breakdown of specialty tables and items (ex: guest book, escort cards, signage)
- Setup and breakdown of table centerpieces and décor items provided by the couple
- Oversee and orchestrate wedding day vendor setup
- Wedding day processional lineup assistance and time queuing
- Vendor gratuity distribution

- Up to 4 virtual planning meetings via video chat
- Online client planning portal- access to RSVP tracking, table assignments, and vendor list
- Payment & invoice tracking reminds
- Final vendor review (rental orders, florals, decor items, stationary)
- Email communication to all booked vendors
- Wedding day timeline and floorplan editing and finalization assistance
- Up to 10 hours of wedding day coordination

*Package must be booked at least 4 months before wedding date.

Package Terms:

- Day of planning begins 4 months from wedding date
- Additional planning meetings can be added on for an additional fee of \$100 per meeting/per hour
- Breakdown assistance of couple's décor items is included
- Breakdown of décor items begins at least 1 hour before the end of the event end time and will begin no later than 9pm
- Couple is responsible for creating a baseline timeline & floorplan for Planner to work from
- Couple is responsible for providing Planner with processional order through the notes on your online planning portal



Today's the Day ♥

DAY OF COORDINATION

For couples that want to tackle their wedding planning & design on their own. You don't need any hands-on planning assistance throughout the process as you want to handle it all yourself. Once you have planned out every detail you want to hand the wedding day coordination off to a professional and not worry about the execution, flow, or details of your wedding day.

- Unlimited emailing
- Virtual welcome call to review your online planning portal
- Custom comprehensive wedding planning checklist
- Ceremony processional & recessional assistance during rehearsal walkthrough
- Oversee and orchestrate wedding day vendor setup
- Wedding day processional lineup assistance and time queuing
- Vendor gratuity distribution

- Setup of specialty tables and items (ex: guest book, escort cards, signage)
- Setup of table centerpieces and décor items provided by the couple
- Up to 2 virtual planning meetings
- Online client planning portal to create a floorplan, timeline, and guestlist tracking
- Planner is an active resource for baseline feedback and input while you plan
- Email communication to all booked vendors
- Up to 8 hours of wedding day of coordination

Package Terms:

*Package must be booked at least 8 weeks before wedding date.

- Planning of wedding day begins 8 weeks from wedding date
- Virtual welcome call and access to online planning portal will not be available before the 1-year mark of your wedding
- Additional planning meetings can be added on for an additional fee of \$100 per meeting/per hour
- Couple is responsible for creating timeline & floorplan for Planner to review and edit accordingly
- Couple is responsible for providing Planner with processional order through the notes on your online planning portal
- Breakdown is not included in this package
- Day of Coordination ends when all timeline specific events are complete and/or by 8pm
- This package is ideal for weddings at venues and/or for couples working with a full-service caterer



Additional Package Details

The following items are not included in your planning package price. If any of the below items are needed the additional fee(s) will be added to your final invoice.

- Table placement & setting (linens, China, napkins, flatware, glassware)
- Setup or Breakdown of wedding arbor
- Setup or Breakdown of any fixed wedding arrangements/décor (ex: draping, lighting)
- Ceremony chair setup & breakdown
- Reception chair setup & breakdown
- Reception table setup & breakdown
- Venue site visit(s)
- Additional day of coordination hours
- Additional virtual planning meetings
- Assistant planner for day of coordination assistance

All packages and pricing are for your wedding day only. Events such as welcome dinner, rehearsal dinner, farewell brunch etc. are not included in package price.

The above package list rates will exclude mileage fees, overnight accommodations, and airfare due to every wedding having a unique location. Mileage fees will be added to your custom quote if couple has a venue secured. If you do not have a wedding date or venue set at time of booking, mileage fees will be added to your final invoice. If planner requires overnight accommodations and/or airfare total costs will be added to your final invoice.



Design Collaboration ♥

VIRTUAL DESIGN PLANNING

For couples that would like to assistance with wedding design inspiration, guidance & feedback and style guide creation. Creating a personalized vision with special touches that are unique to you and your partner while bringing your vision to reality.



- Online design collaboration studio
- Color palette inspiration & creation
- Up to 3 virtual design meetings (can be split into 6 - 30 min meetings or 3-1 hour meetings)
- Sample mock up design plans such as table scapes, signage, tent, place settings
- Rental company researching
- Assist with rental order item selections

Package Terms:

- Couple is responsible for creating initial design inspiration board
- Additional meetings can be added on for an additional fee of \$100 per meeting/per hour
- Couple can add design collaboration on to any package or book as a standalone service without a planning package



Ready for Booking?

If you are interested in receiving a custom quote, please reach out to Samara at Just As Planned directly. A 50%, non-refundable deposit and signed contract are due to secure your date and package. Couples can upgrade their package based on availability; downgrading is not available. Payment plans are available to couples upon request and depending on wedding details.

Note: customization of packages is encouraged and welcomed!

*This is not a contract, and your date is not secured. Please contact Just As Planned to receive a custom quote.

