



Shine Bright Weddings

Pricing List

Month of / Partial Planning / Full Planning

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Month of Coordination

This package is designed for those who have the wedding details completed and vendors booked. The couple is in need of someone to coordinate and organize the wedding day to ensure a smooth flow of events!

Our Month of Coordination starts 4-12 weeks prior to your wedding. Each package can be customized for your wedding needs!

Spinel Package - Starting at \$1,750

- Coordination of all vendors
- A fully stocked Bridal Emergency Kit
- Wedding Day Timeline creation + distribution
- Complete ceremony + reception management - includes a planner at your rehearsal!
- Provide up to 8 hours of service on the wedding day

Ruby Package - Starting at \$2,500

- Includes everything from our Spinel Package
- Vendor confirmations
- Set up your décor and personal items
- Walkthrough of ceremony + reception site(s)
- Distribution of any tips and final payments on your wedding day
- Logistical Assistance + Recommendations
- Tips + Tricks Planning Guide
- Provide up to 10 hours of service on the wedding day

Diamond Package - Starting at \$3,750

- Includes everything from our Ruby Package
- Set up, tear down, & clean up
- Functional layout design
- Guest liaison
- Wedding website
- Gift giving options
- Hotel room block
- Provide up to 10 hours of service on the wedding day

Standard hours are 10 am - 8 pm. Overtime and off-hours are available on request. Event assistants are required for events with 75 guests or more.

Holiday Weddings

A premium of \$500 is assessed for all weddings and events that occur during the following observed holidays and their corresponding weekends. (These dates include: Memorial Day, Fourth of July and Labor Day, Thanksgiving weekend, and New Year's Eve/New Year's Day)

A premium of \$750 is assessed for all weddings and events that occur during the following observed holidays and their corresponding weekends: Thanksgiving Day, Christmas Eve/Christmas Day.

This premium will be added to the final cost of your wedding planning service contract

Partial Planning Service

This package is designed for couples who may have completed some of their planning. The couple needs assistance with selecting some vendors or handling other miscellaneous wedding preparations. Each package can be customized for your wedding needs!

Spinel Package - Starting at \$3,500

- Initial consultation meeting to gain an understanding of event details secured thus far, to brainstorm new ideas, and assess further needs in order to bring your overall event vision to life
- Two meetings (up to 2 hours each) following the consultation to construct details
- Offer a preferred list of vendors for all that still need to be hired within the client's budget
- Assistance with the selection of three vendors
- Attend up to two vendor meetings of the three selected vendors
- One meeting 4-6 weeks before the wedding at the wedding venue to do a final walk-through
- Day of Coordination (up to 10 hours)

Ruby Package - Starting at \$4,750

- Includes everything from our Spinel Package
- Assist with floor plan development and assigned seating chart design
- Assist with setting up appointments involving venues, vendors, attire, and tastings
- Vendor confirmation the week of the event and the day of the event
- Monthly check-ins
- Creation of a detailed event timeline and distribution to all vendors
- Direct ceremony from beginning to end, including ceremony rehearsal the day before the wedding
- Team up with the venue coordinator to perfect and perform duties together
- Final payment/gratuities handouts to venue/vendors on the day of the event
- Event/Venue/Church set-up and decorating
- Reception tear-down and gathering of hosts' personal items after the event
- Full day of coordination (up to 15 hours)

Diamond Package - Starting at \$5,500

- Includes everything from our Ruby Package
- Four face-to-face consultations
- Personalized interactive wedding website with your unique story
- Hotel room block assistance & discount negotiations
- Wedding weekend support
- Optional planning & design of one of the following options: bridal shower, bachelor party, bachelorette party, rehearsal dinner

Standard hours are 10 am - 8 pm. Overtime and off-hours are available on request. Event assistants are required for events with 75 guests or more.

Holiday Weddings

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A premium of \$750 is assessed for all weddings and events that occur during the following observed holidays and their corresponding weekends: Thanksgiving Day, Christmas Eve/Christmas Day.

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Full Planning Service

This package is designed for couples who would like their wedding planned from start to finish. Looking for something more intimate? Check out our elopement, mini, and micro packages.

Spinel Package - Starting at \$5,750

- Initial consultation meeting to gain an understanding of event details secured thus far, to brainstorm new ideas, and assess further needs in order to bring your overall event vision to life
- Inclusion of Day of Coordination package
- Unlimited communication with planner
- Prepare and manage the wedding budget
- Prepare a wedding checklist
- Attend all (or almost all) vendor meetings
- Provide up to 12 hours of service on the wedding day

Ruby Package - Starting at \$7,500

- Includes everything from our Spinel Package
- Unlimited planning, consultation, and communication throughout the entire planning process
- Assist and/or review in 'pinning' visual ideas on a Pinterest board to help create event design while assisting with learning your style/theme/wedding look and vibe
- Assist with budget-tracking and management
- Assist with setting up appointments involving venues, vendors, attire, and tastings
- Vendor confirmation the week of the event and the day of the event
- Creation of a detailed event timeline and distribution to all vendors
- Direct ceremony from beginning to end, including ceremony rehearsal the day before the wedding
- Assist with floor plan development and assigned seating chart design
- Final payment/gratuities handouts to venue/vendors on the day of the event
- Event/Venue/Church set-up and decorating
- Gathering and safely packaging hosts personal items after the event
- Assist in choosing and booking a rehearsal dinner location, if necessary
- Full day-of coordination (unlimited hours) including set-up the day of, (or the day before the event) including tear-down services immediately following the event, as necessary

Diamond Package - Starting at \$8,750

- Includes everything from our Ruby Package
- Personalized interactive wedding website with your unique story
- Hotel room block assistance & discount negotiations
- Wedding weekend support
- Design and creative support for your personalized wedding theme: uplighting, tablescapes, and centerpieces
- Optional planning & design of one of the following options: bridal shower, bachelor party, bachelorette party, rehearsal dinner

Standard hours are 10 am - 8 pm. Overtime and off-hours are available on request. Event assistants are required for events with 75 guests or more.

Holiday Weddings

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Full Planning Service

This package is designed for couples who would like their wedding planned from start to finish. Looking for something more intimate? Check out our elopement, mini, and micro packages.

Mini Weddings - Starting at \$5,750

A mini wedding is typically ~50 guests or less and has all the traditional elements of a wedding but simply on a smaller scale. There is a ceremony, meal, and entertainment (such as music and dancing) that lasts several hours.

- Ceremony and Reception Planning
- Ceremony Officiating
- Venue Search and Securing
- Plus Help Planning and Securing Any of the Following Vendors:
 - Photo, Video, Music, Beauty, Transportation
- Event Design: Flowers & Decor, Paper Goods

Micro Weddings - Starting at \$4,500

A micro wedding is ~30 guests or less and is a dialed-down version of a traditional wedding. These events usually last no longer than 3 hours and usually involve a ceremony, light refreshments, and photographs.

- Ceremony and Reception Planning
- Ceremony Officiating
- Venue Search and Securing
- Plus Help Planning and Securing Any of the Following Vendors:
 - Photo, Video, Music, Beauty
- Event Design: Flowers & Decor, Paper Goods

Elopement - Starting at \$3,750

An elopement is typically the couple and officiant with possibly a photographer. We allow up to 8 witnesses. These events usually last 1 hour and involve only a ceremony/vow exchange.

- Location Search and Securing
- Ceremony Officiating
- Bouquet and Boutonniere and Ceremony Florals and Decor
- Sourcing and Securing Photographers

Standard hours are 10 am - 8 pm. Overtime and off-hours are available on request. Event assistants are required for events with 75 guests or more.

Holiday Weddings

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A La Carte Planning Services

Perfect for the couple who just wants a little guidance. Available in person, or online. tating at \$50

Hourly Consultations

Stationery

- RSVP Services Pre & Post wedding event planning
 - Stationery design and addressing
 - Addressing and mailing wedding invitations or save the dates
 - Stuff, seal, stamp, and mail wedding invitations or save the dates
 - Track RSVP's
- Wedding website design/management (w/guest RSVP)
- Unique reception, place card design {seating marque}
- Programs, table numbers, directional signs

Concierge Services

- Suggested vendor list*
- Concierge Services (errand running)
- Vendors and Venues
 - Attending vendor appointments
 - Venue research, appointment set-up, contract negotiation
 - Vendor research, appointments, and contract negotiation
- Planning Services
 - Budget creation, tracking, and payment reminders
 - Customized wedding planning checklist
 - Planning a pre or post-wedding day activity
 - Wedding timeline/schedule
 - Accommodation & Transportation arrangements
- Best Friend Phone Call
- Bridesmaid Reporting for Duty

Coordinating Services

- Rehearsal dinner planning and/or coordinating
- Farewell brunch planning/coordinating
- Bridesmaids luncheon planning/coordinating
- Bridal shower planning/coordination
- Ceremony only coordination
- Reception only coordination
- Coordinate hotel room blocks - \$250
 - Setup of a maximum of three (3) different hotels
 - Assist your guests in checking into and out of their rooms on time
 - Coach you on bags for the hotel and when to deliver.
- Gift bag creation and delivery (Premium supplies extra)
- Assemble and deliver hotel welcome gifts
- Assist in the design & delivery of unique welcome gift baskets
- Assist with MC duties at rehearsal
- Coordinating clean up at venues

Event Design & Decor

- Event layout/floor plan
- Event table settings
- Customized backdrop
- Assemble wedding favors
- Assemble bridesmaid gifts
- Assistance in choosing wedding attire
- Wedding night suite decoration
- Jumping Brooms (rental or custom design)
- Mr. & Mrs. / Bride & Groom signs (rental or custom design)
- Tear down personal and decor items