



KO Events is a locally owned event planning company in Annapolis, Maryland. We bring you the best personal service with the most competitive prices. KO Events works with the most highly rated vendors in the area.

We are also happy to create a custom package to best fit your planning needs.

Platinum Wedding Package **From \$4500**

This full-scale planning package offers you peace of mind while creating your dream wedding. One of our experienced planners will guide you through every aspect of planning for your special day.

This package includes:

- An initial meeting with couple to discuss vision, ideas, dates, venue, and budget
- Up to 10 planning sessions prior to wedding, either in person or by audio/visual depending on personal preference and locale.
- Unlimited phone calls and e-mail communications during business hours, or as scheduled.
- Customized budget and planning timeline for your chosen date.
- Access and guidance to choosing from our extensive network of venues and wedding vendors, including catering, florists, stationers, photographers, entertainment and more.

Your planner will assist you with all the details leading up to and including your wedding day:

- Invitations: research available options, help with selection, ordering, timing and distribution
- Decorations: provide guidance with overall color, design and theme as well as sourcing and set-up
- Create detailed day-of-event itinerary and floor plan
- Act as Point of Contact and liaison between vendors including contract, delivery and set-up specifics
- Advise on etiquette and wedding protocol
- Rehearsal Dinner: suggest venue, menu selection and coordination of transportation to and from location.
- Coordinate ceremony rehearsal: work with officiant/house of worship to ensure everyone in your wedding party knows when and where to be on your wedding day.

On the day of your Wedding:

Your KO Events coordinator will be first on-site to accept all deliveries, oversee placing of decorations, seating arrangements, escort cards, gift and guest book tables and all set up for the reception.

- Coordinate Wedding Day Ceremony: On-site for ceremony, coordinate flower distribution, line up attendants, timing of processional.
- Coordinate timing of ceremony and reception with caterer, photographer, entertainment.
- Adhere to day-of itinerary
- Ensure that all guests needs are met.
- Assist in the breakdown of reception space.
- Ensure that all personal items are accounted for and returned to designated person.

*Additional cost may apply if wedding takes place more than 25 miles from Annapolis, if overnight stay is necessary, or if additional personnel are needed to execute all wedding details.



Gold Wedding Package

\$2800

This package is perfect for the couple who has chosen their venue and some key vendors but want someone to assist with the remaining planning and day-of coordination

This package includes:

- ♥ Initial meeting with couple to learn about wedding day details and establish planning timeline and list of remaining vendors necessary
- ♥ Up to 6 meetings/planning sessions, either in person or via audio/visual.
- ♥ Unlimited phone calls, emails and text communication
- ♥ Recommend remaining vendors suited to your tastes, budget and location
- ♥ Contract Review on major vendors: Venue(s), caterer, photographer, florist, entertainment
- ♥ Create day-of-event itinerary and floor plan
- ♥ Coordinate ceremony rehearsal: work with officiant/house of worship to ensure everyone in your wedding party knows when and where to be on your wedding day.

On the day of your Wedding:

Your KO Events coordinator will be first on-site to accept all deliveries, oversee placing of decorations, seating arrangements, escort cards, gift and guest book tables and all set up for the reception.

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- Coordinate timing of ceremony and reception with caterer, photographer, entertainment.
- Adhere to day-of itinerary
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- Assist in the breakdown of reception space.
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Silver Wedding Package

(Month-of Coordination)

\$1850

Our Silver package is perfect for the DIY Wedding, where you have finished all the planning and vendor selection but want to hand off the last minute details so you and your family can enjoy your special day

This package includes:

- Meet with couple at least four weeks prior to wedding date
- Create detailed day-of itinerary and floor plan
- Vendor Management: call with final counts and set-up details, arrange delivery time for all vendors
- Wedding Rehearsal-organize and run rehearsal, (up to 1 hour)

On the day of your Wedding:

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- Coordinate Wedding Day Ceremony: On-site for ceremony, coordinate flower distribution, line up attendants, timing of processional.
- Coordinate timing of ceremony and reception with caterer, photographer, entertainment.
- Adhere to day-of itinerary
- Ensure that all guests needs are met.
- Assist in the breakdown of reception space.
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