

#### COMPLETE DAY OF EVENT MANAGEMENT

STARTING AT \$3,400.00

- UP TO 8 HOURS OF PHONE/VIDEO/IN-PERSON CONSULTATIONS
- EMAIL AND TEXT COMMUNICATION THROUGHOUT PLANNING PROCESS
- VENDOR REFERRALS AS NEEDED
- 1 SITE VISIT FOR PLANNING, PRIOR TO EVENT REHEARSAL
- CREATION OF DAY OF SCHEDULE, INCLUDING TIMELINE COLABORATION WITH YOUR VENDORS
- REHEARSAL SUPERVISION/ASSISTANCE
- DAY OF VENDOR AND VENUE MANAGEMENT
- LEAD COORDINATOR & ASSISTANT COORDINATOR(S) FOR ON SITE EVENT COORDINATION & SUPERVISION
- STAFF FOR DAY OF DECORATION/SET UP
- DECORATION & SET UP INCLUDES:
  - GUEST TABLES DRAPED, SET, CENTERPIECES PLACED (DOES NOT INCLUDE PLACING OF TABLES & CHAIRS)
  - HEAD OR SWEETHEART TABLE DRAPED, SET, DECORATED
  - CAKE, GUEST BOOK, AND GIFT TABLE SET UP & DECORATED
  - CEREMONY ALTAR & AISLE DECORATED (DOES NOT INCLUDE PLACING OF CHAIRS)
  - EVENT TEAR DOWN (INCLUDES PACK UP & LOADING OR PERSONAL DECOR, GIFTS, AND CARDS INTO A DESIGNATED CLIENT VEHICLE)
- DOES NOT INCLUDE DUTIES OF A BRIDAL ASSISTANT

## **DAY OF EVENT COORDINATION**

STARTING AT \$1,800.00

- Up to 3 Hours of Consultations
- EMAIL/TEXT COMMUNICATION
- CREATION OF DAY OF SCHEDULE
- REHEARSAL SUPERVISION/ASSISTANCE
- LEAD COORDINATOR + 1 ASSISTANT TO HELP YOUR DAY RUN SMOOTHLY
- Day of Vendor and Venue Management/

### COORDINATION

- On SITE EVENT COORDINATION & SUPERVISION
- DOES NOT INCLUDE SET UP/TEAR DOWN, OR BRIDAL ASSISTANT

## DAY OF SET UP/TEAR DOWN

STARTING AT \$2,400.00

- UP TO 5 HOURS OF IN-PERSON CONSULTATIONS
- 1 SITE VISIT PRIOR TO EVENT
- EMAIL/TEXT COMMUNICATION
- STAFF FOR DECORATION AND SET UP
- GUEST TABLES DRAPED & SET
- HEAD/SWEETHEART TABLE DRAPED & SET
- CAKE, GUEST BOOK, & GIFT TABLE SET UP
- CEREMONY ALTAR & AISLE DECORATED
- 2 HOURS TEAR DOWN, PACK UP, & LOAD
- DOES NOT INCLUDE EVENT COORDINATION OR BRIDAL ASSISTANT
- DOES NOT INCLUDE PLACING OF TABLES OR CHAIRS

# DAY OF BRIDAL ATTENDANT

STARTING AT \$1,250.00

- 8 Hours of Personal Assistance for Bride on Day of Wedding
  - NUTRITION AND HYDRATION PROMPTING
  - ASSISTANCE WITH ACCESSORIES THROUGHOUT THE DAY, INCLUDING DURING PHOTOS
  - ACCESS TO COMPLETE BRIDAL EMERGENCY KIT (\$150.00 VALUE)
  - Day of Time Management for Bride and Bridal Party
  - BUSTLE ASSISTANCE
  - RUNNER (LAST MINUTE ERRANDS)
- DOES NOT INCLUDE SET UP/TEAR DOWN, OR EVENT COORDINATION