



They asked... You said YES... now sit back and relax!

Let us take on the dirty work!

So you're engaged...now what? Where do you even begin! Wedding planning can feel like an overwhelming undertaking and possibly even burdensome, which is why there are detailed & creative people like us who LOVE to take your visions and turn them into the wedding day you've always wanted without breaking a sweat (or drinking yourself under the table).

At your complimentary consultation, we'll listen to you describe your wedding vision, understand what services you need then create a proposal customized especially for you. We have decades of experience planning hundreds of weddings along with many other types of events so we've practically seen and done it all; however, there is always something new!

We look forward to the challenge of each and every event so bring on your ideas and let's see what kind of memories we can create!

What you can expect from us based on your needs:

- ❖ Access to consultant via phone, email or virtually
- ❖ Planning check-ins to see how details are coming along
- ❖ Recommendations to preferred vendors (upon request)
- ❖ Access to an interactive planning spreadsheet to keep us all on the same page
- ❖ On-site coordinator the day of your wedding to answer questions and deal with any hiccups
- ❖ Creative insight on design, decor & theme of your wedding (middle to upper packages)
- ❖ Invaluable advice & tips to keep the planning process smooth sailing and stress-free
- ❖ 2nd set of hands for twice the coverage, a quicker more efficient setup and quicker teardown (based on assessed needs, additional fee may apply)

Continue reading to find the perfect package for you...

*Additional fees may apply for weddings with 200+ guests or with high level of setup required

*\$250 additional cost for events on listed holidays: Easter, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve & New Years Day.

*Payments due in full for last-minute weddings (less than 60 days out). Additional \$150 charge will incur.

Stress a Little Less (Mid-Service Package)

With our most popular package, you have our wisdom and expertise from the day you sign your contract until the last song ends. We will be there to support & guide you as well as assist with all tasks, offer reliable vendor recommendations, answer your questions and manage any hiccups that will arise on your big day. Our goal is for you to be able to enjoy your wedding without stress as you cherish every moment with your favorite people.

Pre-Wedding

- ❖ Assistance piecing together all elements of wedding based on couple's vision
- ❖ Venue walk-through to help design best flow of the space
- ❖ Wedding website input and assistance to ensure all information is available for guests
- ❖ Review & confirm vendor contracts, logistics, timeline, set-up & tear-down procedures
- ❖ Discuss ceremony run-through, timeline, music, cues, and direct rehearsal (\$350 value)
- ❖ Create a detailed wedding day timeline for vendors, bridal party & family
- ❖ Gather paper goods, accessories, all decor to be setup on wedding day (rehearsal day)
- ❖ Attend 2 vendor meetings (final catering & venue recommended) for support and insight
- ❖ Email all vendors event timeline week prior to wedding to confirm all wedding day details

Wedding Day (up to 10 hours of service)

- ❖ Manage timeline of events to keep guests & vendors on schedule
- ❖ Complete wedding management and act as point-of-contact for any hiccups that may arise
- ❖ Setup and style all wedding accessories at ceremony & reception
 - Guest book, place cards, signage, table numbers, favors, DIY elements, etc
- ❖ Pin boutonnieres & distribute bouquets to bridal party, attendants & family if needed
- ❖ Direct ceremony processional & ensure musicians are cued appropriately for pace & timing
- ❖ Transport any decor from ceremony to reception (2nd coordinator may be required)
- ❖ Confirm accurate room setup & table layout as shown on diagram
- ❖ Email all vendors event timeline & overview then oversee vendor commitments and manage logistics on wedding day
- ❖ Access to wedding day emergency kit
- ❖ Bustle wedding dress
- ❖ Take gifts & card box to a secure location (accompanied by couple appointed guest)
- ❖ Disburse payments & gratuities to vendors
- ❖ Pack up any personal decor at end of night so ready to take home
- ❖ Bride & groom room check-in (if on-site and requested)

Personal training and nutrition consulting available as well

Provided by our Certified ACE trainer, nutritional therapist and health coach

At Your Disposal (3/4-Full Service Package)

This may be more of what you have in mind if you and your fiancé both work demanding jobs and you don't have quite as much time to dedicate to planning as you want. We'll be sure every i has been dotted and t has been crossed from the day you sign the contract until the last guest takes off. We're your extra set of eyes and ears at meetings to offer expert insight or can even go in your place. We have the answers to your questions and will always keep your best interest in mind. We are at your disposal! ** Package includes many a la carte items listed below

Pre-Wedding

- ❖ Client meetings as needed (face-to-face or virtual) to discuss design, timeline, details, talk about updates, answer questions, etc
- ❖ Attend vendor meetings as needed, review contracts, confirm timeline, answer emails (if requested), finalize day-of logistics, set-up and tear-down
- ❖ Venue site tour and walk-throughs to help you find the perfect place that reflects your style
- ❖ Develop minute-by minute timeline starting with rehearsal through post-wedding brunch
- ❖ Attend tasting & final venue meeting to finalize all event details
- ❖ Set up and maintain sweets station (full design upon request, additional charge may apply)
- ❖ Review and maintenance of your wedding website to ensure all information is accurate
- ❖ Work with you to create the perfect RSVP, invitation, ceremony program, menu cards, etc on our graphic design program to fit your theme (printing fees apply)

Wedding Day (up to 12 hours of service)

- ❖ Everything listed in the above packages plus more insight and involvement throughout the planning process and on the day of
- ❖ 2 (possibly 3) day-of coordinators present on wedding day for double the attention and double the efficiency (if needed based on size and planner preference)
- ❖ Manage timeline of events to keep guests & vendors on schedule
- ❖ Complete wedding management and act as point-of-contact for any hiccups that may arise
- ❖ Setup and style all wedding accessories at ceremony & reception
 - Guest book, place cards, signage, table numbers, favors, DIY elements, etc
- ❖ Pin boutonnieres & distribute bouquets to bridal party, attendants & family if needed
- ❖ Direct ceremony processional & ensure musicians are cued appropriately for pace & timing
- ❖ Transport any decor from ceremony to reception (2nd coordinator may be required)
- ❖ Confirm accurate room setup & table layout as shown on diagram
- ❖ Access to wedding day emergency kit
- ❖ Take gifts & card box to a secure location (accompanied by couple appointed guest)
- ❖ Disburse payments & gratuities to vendors
- ❖ Pack up any personal decor at end of night so ready to take home
- ❖ Bride & groom room check-in (if on-site and requested)

Personal training and nutrition consulting available as well

Provided by our Certified ACE trainer, nutritional therapist and health coach

Wedding Management (30-60 days out)

This package is ideal for the couple who has their entire wedding weekend planned, but still needs an expert review of the timeline and communicating the proper information to vendors. We'll tie up all those loose ends so you can relax and enjoy your wedding day, strictly as a guest, with full confidence we've got it all taken care of!

Pre-Wedding

- ❖ 3 client meetings between contract and wedding weekend
 - 1 (one) within 2-4 weeks of contract signing for initial spreadsheet
 - 1 (one) 4-6 weeks out to discuss final vendor details, timeline adjustments, other changes
 - 1 (one) 2 weeks out to go over final to-dos and final timeline, wedding day logistics
- ❖ Email or phone contact with couple regarding significant changes if necessary
- ❖ Review & confirm vendor contracts, logistics, timeline, set-up & tear-down procedures
- ❖ Create a detailed wedding day timeline for vendors, bridal party & family
- ❖ Gather paper goods, accessories, all decor to be setup on wedding day (rehearsal day)
- ❖ Facilitate rehearsal (if purchased as add-on, ceremony included with add-on)

Wedding Day

- ❖ Manage timeline to keep bridal party and events on schedule and day flowing smoothly
- ❖ Confirm room setup & table layout is as shown on diagram provided
- ❖ Setup and style all wedding accessories at ceremony & reception
 - Guest book, place cards, signage, table numbers, favors, DIY elements, etc
- ❖ Oversee vendor commitments and manage entire day: load-in, load-out, review timeline
- ❖ Access to wedding day emergency kit
- ❖ Disburse payments & gratuities to vendors
- ❖ Pack up any personal decor at end of night so ready to take home

Add-ons

- ❖ Facilitation of Wedding Rehearsal & Ceremony \$350
- ❖ Rehearsal Dinner Coordination \$350
- ❖ Wedding Brunch Coordination Starts at \$350

Personal training, nutrition services & health coaching available as well

- ❖ Provided by our Certified ACE trainer, nutritional therapist and health coach

A la Carte Services - - - priced individually (may vary based on size & location)

Pre-Wedding

- ❖ Consulting services only - design, decor & theme ideas
- \$75/hr - \$150 min if no package purchased
- ❖ Assist with wedding website creation
- ❖ Determine priorities, develop & track budget
- ❖ Track guests (manage RSVPs, dietary needs, etc)
- ❖ Assist with ordering save-the-dates, invites, paper goods, menus
- ❖ Research venues, review contract & detail with venue contact
- ❖ Oversee vendor contracts & all commitments are fulfilled
- ❖ Attend vendor meetings for support (5 included with package)
- ❖ Handle travel & transportation arrangements
- ❖ Manage hotel contracts and room block
- ❖ Arrange nail, hair and makeup services for bridal party
- ❖ Candy bar or dessert station design & creation
- ❖ Assembly of welcome gifts or baskets, favors, invitations, place cards, etc

Wedding Day & Post Wedding Day

- ❖ Pick-up/Drop-off orders from vendors, within 30 mile radius (florist, bakery, rental company, etc)
- ❖ Errand running
- ❖ Transport decor to/from home, ceremony, reception, etc.
- ❖ Rehearsal & ceremony facilitation setup, direct ushers, pin on boutonnieres, etc (\$350)
- ❖ Assistance with wedding party and family pictures (based upon staff availability & photographers need assistance)
- ❖ Cue best man, maid of honor & honored guests for toasts
- ❖ Food service assistance (cut cake, setup sweets table)
- ❖ Assistance with finding child care during reception
- ❖ Pre/post wedding celebrations (bach/bachelorette parties, wedding brunch, rehearsal dinner) - starts at \$350
- ❖ 2nd coordinator assistance for setup & facilitation
- ❖ Catering assistance - cleanup plates/glassware, etc