



# CARDINAL EVENTS<sub>LLC</sub>

— EST. 2021 —

Columbia | Raleigh Wedding Planning

# Our Philosophy

As a boutique planning company, keeping the number of weddings we plan per year intimate is Important to us. Upon reaching out for a consultation, through the planning process, and into your wedding day, you will be working closely with the lead planner, Victoria. By keeping the number of weddings we plan and coordinate each year intimate, we are able to establish a close and trusting relationship with each of our couples, which we believe builds a comfortable planning experience for everyone.



# Wedding Weekend Experience

Designed for the couple who needs a professional throughout their entire wedding weekend. Our team will guide you through the planning process for your rehearsal dinner, wedding day and farewell brunch, along with being present for these important celebrations.

*Beginning at \$7,000*

- ◊ Unlimited Email Communication
- ◊ Phone Meetings as Needed
- ◊ Up to Eight Planning Meetings
- ◊ Vendor Scouting & Contract Management for each Event
- ◊ Complete Vendor Communication from Scouting to Wedding Weekend
- ◊ Budget Management for each Event
- ◊ Rental Design & Management for each Event
- ◊ Wedding Design & Execution for each Event
- ◊ Floor Plan Creation & Seating Chart Management for each Event
- ◊ Detailed Timeline Creation & Management for each Event
- ◊ Setup, Coordination & Breakdown with Vendors for each Event
- ◊ Full Coordination of Ceremony Rehearsal, Rehearsal Dinner, Wedding Day and Farewell Brunch (this can be substituted for an alternative event such as Bridal Luncheon or Engagement Party).
- ◊ Planner, Lead Coordinator(s) throughout Wedding Weekend

## Planner Advice

From a professionals viewpoint, the events surrounding the wedding day are sometimes overlooked, especially the coordination of them. The Rehearsal Dinner is the “first look” of how your wedding weekend experience will be presented, and making sure that it is just as beautifully captured and coordinated is important (your future mother-in-law will appreciate this as well!). Having a professional to guide you through the entire planning process, and be present for all setup, breakdown, etc., will allow you and your family to enjoy both your Rehearsal Dinner and Farewell Brunch just as much as the wedding day itself!



“Victoria is everything you need in a planner! She is organized, innovative, creative, caring, hardworking and more...”

Kaitlyn Betes, bride

# Full Planning, Coordination & Design

Designed for the couple who needs guidance throughout their entire engagement and planning period. This package is perfect for those who want assistance with selecting top, professional vendors, insight on design & rentals, and management of all vendor communication, all while having reassurance with continuous communication with us.

*Beginning at \$4,800*

- ◊ Unlimited Email Communication
- ◊ Phone Meetings as needed
- ◊ Up to Four Planning Meetings
- ◊ Vendor Scouting & Contract Management
- ◊ Complete Vendor Communication from Scouting to Wedding Weekend
- ◊ Budget Management
- ◊ Rental Design & Management
- ◊ Wedding Design & Execution
- ◊ Floor Plan Creation & Seating Chart Management
- ◊ Detailed Wedding Timeline Creation & Management
- ◊ Wedding Setup, Coordination & Breakdown with Vendors
- ◊ Full Coordination of Ceremony Rehearsal, Ceremony & Reception
- ◊ Two Coordinators throughout Wedding Day





“Excellent and way beyond expectations”

Laura Small, mother of the bride

# Wedding Coordination & Management

Designed for the couple who would prefer to handle the planning process of their wedding on their own, however as the wedding day approaches, would prefer to have a professional take over. This package would begin 3-months to, where we would then take over with all vendor communication, management of your timeline & layouts, and of course, wedding weekend coordination.

*Beginning at \$2,250*

- ◊ Final Venue Walkthrough & Planning Meeting at Venue
- ◊ Unlimited Email Communication
- ◊ Phone Conversations as Needed
- ◊ Final Rental Management (*tables, chairs, linen, paper products, etc.*)
- ◊ Vendor Communication & Coordination Beginning 3-Months Till
- ◊ Floor Plan Creation & Seating Chart Management
- ◊ Wedding Timeline Creation and Management
- ◊ Wedding Setup, Coordination and Breakdown with Vendors
- ◊ Full Coordination of Ceremony Rehearsal, Ceremony & Reception
- ◊ Two Coordinators throughout Wedding Day

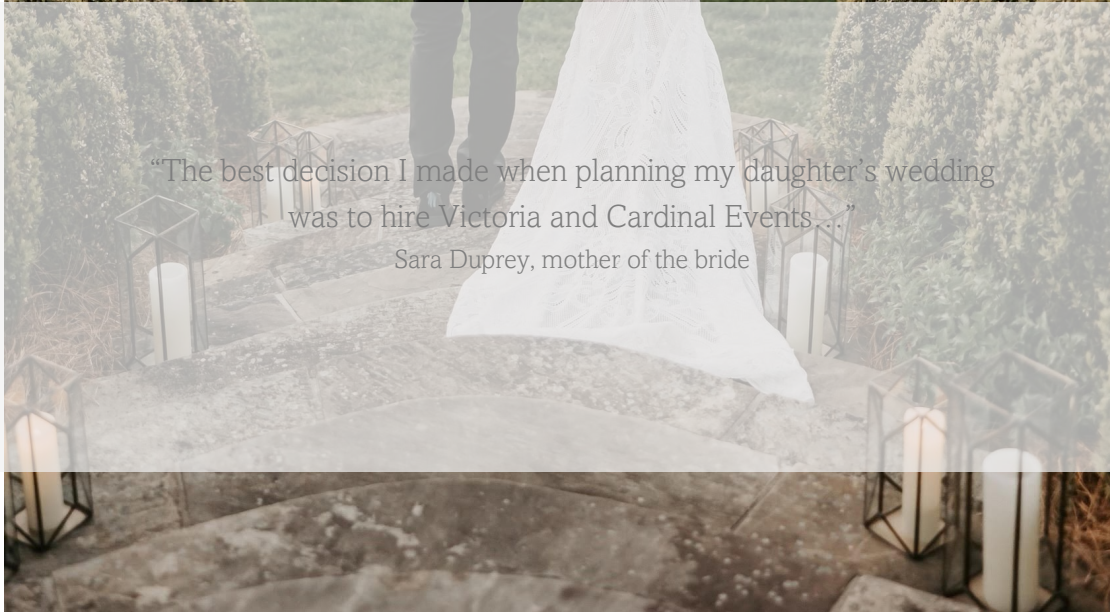
## Next Steps

1. Setting up a phone consultation to answer any questions you have about the packages, all while making sure that we are a good fit for one another!
2. Confirm the package, send quote for approval and contract for review.
3. Depending on package, we will setup our first meeting to review budget, discuss vendor preference and sketch your overall vision—all while getting to know one another!



“The best decision I made when planning my daughter’s wedding  
was to hire Victoria and Cardinal Events...”

Sara Duprey, mother of the bride







## *Excited to Hear from You!*

Being a part of your wedding is very special to us, and an extreme honor that we hold to the highest value. Making you feel comfortable and reassured upon meeting with you, is our goal. Congratulations on your engagement and we are excited to hear from you!

*Victoria Katenkamp*  
Lead Planner & Owner