



## Day-Of Coordination

### INVESTMENT BEGINS AT

**\$TBD** Additional fees may apply based upon service requests.

- Client Portal Access - a Safe Space for all Information + Organization
- 8-6 weeks of Support + Guidance
- 2 In-Person Walk Throughs
- Timeline Build Out for Day-of
- Floor Plan Creation & Finalization
- Vendor Information Collection
- Vendor Communications + Confirmation email 2 weeks prior to wedding day
- On-Site Vendor Guidance
- Ceremony Rehearsal + Review (Day-of) for Wedding Party & Family (Q+A Included)
- Management of Ceremony Processional
- Main Point of Contact for Vendors, Family, & Wedding party (Day-of)
- Implementation of Creative Solutions
- Run of Show on the Day-of
- Day-of Delivery of Personal Items
- Day-of Assistant included



## Partial Planning

### INVESTMENT is \$TBD Per Hour

In addition to our Day-of Coordination fee, specific planning support is curated for individual client needs. All Day-of Coordination tasks are included.

Optional Partial Planning tasks could include (but are not limited to):

- Vendor Sourcing & Contract Reviews
- Budget Development & Management
- Printed Materials & Production Sourcing (signage, menus, place cards)
- Providing Language for Invites, Dress Code, etc.
- Wedding Website Creation via Zola, Minted, Wedding Wire, etc.
- Seating Chart Creation, Organization, Finalization based on RSVP Management
- Family or Wedding Party Emails (Day-of details, Timeline, etc.)
- Rehearsal Dinner Planning + Attendance
- Hotel Room Blocks or Accommodation Sourcing
- Gift Creation + Management
- Hair + Make Up Trial Scheduling
- Weekend Wedding Celebration Events: Welcome Drinks, After Party, Destination Activities, etc.
- Additional Consultation Hours

All Partial Planning Hours are curated per individual client needs! 🥂



## Full Planning

### INVESTMENT BEGINS AT

**\$TBD** All Day-of Coordination tasks are included. Additional fees may apply based upon service requests.

- 12 - 18 months of Support + Guidance
- Unlimited communications via Emails, Phone Calls, and Texts
- Up to 6- In Person Meetings + Walk Throughs
- All Things Venue: Sourcing, Walk- through Scheduling, Contract Review
- All Things Catering: Sourcing, Tasting Scheduling, Contract Review
- All Things Bar: Package Review, Signature Cocktail Creation, Toasts Organization
- Sourcing, Presentation of Research, and Introduction Emails for Additional Vendors (including Florals, DJ, Photographer, Photo booth, Food Trucks, Rentals, Officiants, and Event Designers)
- Organization of Client Information + Inspiration
- Collection of COI's, Parking Passes, etc.
- Valet Organization + Hiring
- Budget Development & Management
- Sourcing Transportation, Hotels, and other needs for traveling guests.
- Guest Experience + Atmosphere Management

All Full Planning Packages are curated per individual client needs! 🥂