

*a lovely universe*

E V E N T   P L A N N I N G   &   G I F T   S T U D I O



# Hello!

My name is Sarah! i am a lifelong lover of pretty things, focusing on details and celebrating moments big or small. I have loved planning events whether it was my own wedding, a client's baby shower or an intimate dinner party on a warm summer Thursday night.

Putting together a menu, selecting linens, coming up with a table scape, choosing florals and creating an experience makes me very happy.

With over seven years experience owning my retail business A Lovely Universe, I've sharpened my skills of developing a specific eye while still honoring what my clients wanted, managing many different tasks at once, maintaining relationships with over 100 different vendors from around the country and always thinking five steps ahead of my clients.

Let's work together to plan your dream day. My team and I are here for you with full service planning, bringing your vision to life from the ground up or as an extra set of eyes to make sure your day runs smoothly while you have the best day.





### Part One: The First Steps

- Introductory consultation with couple
- Begins once contract is signed
- Venue search assistance
- Creation of inspiration board / color palette
- Sourcing and booking of all vendors
- Creation + management of wedding budget
- Save the Date and Invitation design process

### Part Two: Selection Phase

- Discussion and selection of invitations & paper goods
- Floral design inspiration & consultation
- Sourcing, organizing rental needs
- Venue walk through with the design vendors
- Selection of all design elements
- Production & installation evaluation
- Assembly and mailing of invitations

### Part Three: The Big Day!

- Bringing all of the hard work to life!
- Coordinating with all of the vendors & venue staff
- Being the main point of contact for everything
- Handling any last minute finishing touches
- On site from start to finish



# the full service package





# the partial planning package

*What is included in this package:*

## **Part One: The First Steps**

- Initial consultation meeting at time of booking
- Organization of already booked vendors and evaluation of any extra foundation vendors that still need to be sourced and booked
- Assistance with sourcing/booking and maintaining consistent communication with up to 3 vendors
- Unlimited communication with the client
- Creation and distribution of timeline,

## **Part Two: The Big Day**

- Arrival on site in the morning to coordinate all vendor arrivals and set up of personal decor.
- Manage deliveries and the event timeline
- Be the main point of contact for all vendors
- Ensure that the event flows flawlessly from start to finish and wrap up end of night responsibilities



### The First Steps:

- Introductory phone consultation with couple
- Once booked, you will receive access to a collaborative folder to upload all contracts and important information
- Access to preferred vendor list before your package technically starts.
- Light email support if any really important questions pop up that pertain to the timeline of the day, vendors, etc.

### 30 Days Before Event:

- Package technically begins 30 days before your event date
- A catch up email will be sent so we can get right to work
- Venue walk through will be scheduled
- Communication with vendors will begin immediately
- Creation of floorplan and timeline for day of events
- Organization of any decor and personal items

### The Big Day

- Confirm details fo seating, finishing touches, etc.
- Coordinate arrival of vendors
- Manage timeline throughout the day
- Be the main point of contact for all vendors, venue staff
- On site for up to 12 hours the day of
- Wrap up management of final payments, tips, gather personal decor and handle end of evening responsibilities so you can dance the night away



# the Day of package



# *package pricing:*

*the full service package*

starts at \$6,000

*the partial planning package*

starts at \$3,600

*day of coordination*

\$1,800 flat fee

*consultation only* – starts at \$150 an hour

*In order to offer our couples the utmost quality of service, we work with overall wedding budgets beginning at \$60k for full + partial planning services*

The background is a collage of various wedding-related items. It includes several envelopes, some with stamps and handwritten addresses. One envelope clearly shows the names 'ABBIGAIL & BEN' and the address '948 Wake Drive, San Clemente, California 92672'. There are also small, light-colored flowers and two green hexagonal jewelry boxes, one containing a ring. The overall aesthetic is soft and romantic, with a focus on stationery and personal touches.

*design and print*

*invitation suites*

*save the dates*

*menu cards*

*table numbers*

*escort cards*

*day of signage*

*please contact for pricing*

# The next steps...

NOW THAT YOU'RE CAUGHT UP ON WHAT WE CAN DO, WHAT'S NEXT?



## *Step 1*

reach out to us to explain a bit more about your event and what you have in mind and how we can help



## *Step 2*

set up a meeting in person, a chat on the phone to get to know each other and discuss specifics



## *Step 3*

if all sounds great for everyone, we require 30% deposit to reserve your date as well as a signed contract before getting started.



## *Step 4*

once the deposit is sent and contract is signed, we will get to work on creating your dream day!





# *contact us*

*please keep in mind our event  
budget minimum is \$70k*

if you have any further  
questions or want to book a  
time to chat, please reach out.

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by appointment only