

SHELLEY VIN

EVENTS

PLANNING DESIGN MANAGEMENT

WEDDING SERVICES

DAY OF COORDINATION

- Begins up to two months prior to your wedding day
- Bonus! 2-hour planning session at any stage of planning- to get you started with confidence
- Construct a wedding day timeline, including a detailed run sheet
- Create an inventory worksheet and floor plan
- Final venue site visit
- Final confirmation with all vendors
- Onsite Wedding Day management - full day
- Attendance and facilitation of ceremony rehearsal
- Directing the ceremony processional
- Coordinate setup of the ceremony and reception
- Dealing with unforeseen hiccups and day of decisions needed
- Direction of wedding party throughout the day of the wedding
- Point of contact for all vendors

Pricing begins at \$2,200

Additional add on services available

PARTIAL SERVICE PLANNING

- All of the exceptional services provided for the day of coordination +
- Begins up to 12 months prior to your wedding day
- Wedding budget management assistance
- Sourcing and confirming each vendor
- Vendor Contract review and negotiations
- Attendance to three vendor meetings of the couple's choice

Pricing begins at \$3,000

Additional add on services available

WEDDING SERVICES

FULL SERVICE PLANNING

- All of the exceptional services provided for the day of coordination, partial service planning +
- Begins up to 18 months prior to your wedding day
- Overall event design, styling and planning
- Ceremony and reception venue search
- Attendance to primary design meetings
- Assistance with wedding website creation and updates
- Assistance in ordering save the date, wedding invitations and materials
- Assistance with hotel room block confirmation
- Assistance with ordering and facilitation of wedding favors and accessories
- Your ultimate and complete wedding professional services

Pricing begins at \$4,200

Additional add on services available

Most importantly, making sure you enjoy each memory to be made and you don't have to worry about the details the day of. You can fully be in the moment.

All services include access to the following:
Preferred Vendor List, Day of Emergency Kit, and Neon Light Sign Inventory

ONLY NEED A FEW OF THESE SERVICES?
We believe in offering our clients all of what you want
and none of what you don't. After all, it is your day!

YOUR DAY, YOUR DREAM, YOUR STORY!

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