

# Wedding Packages

A romantic wedding photograph of a couple on a balcony. The groom, with a beard and wearing a white shirt and dark bow tie, is leaning in to kiss the bride on the forehead. The bride, wearing a white strapless wedding dress and a floral headband, has her eyes closed in a blissful expression. They are standing behind a white wrought-iron railing. The background is a soft-focus view of a city skyline at dusk or dawn.

**DAYBREAK**  
MANAGEMENT GROUP

*"The best love is the kind that awakens the soul and  
makes us reach for more;  
that plants a fire in our hearts, and brings  
peace to our minds."  
— Nicholas Sparks, The Notebook*





# ABOUT US

At Daybreak Management Group (DMG), we treat your celebrations like they're our own. It's as important to us that your special day is executed in excellence as it is to you. We're excited about working with you and curating an event that is meaningful, memorable, and meticulously planned.

At DMG we specialize in design that is elevated, inspired, and innovative; planning that is systematic and seamless, and most importantly - providing you with a client experience that is intentional, clear, and mindful.

Our team has carefully curated packages to help your journey to the altar be one that is filled with joy, peace, and beauty. Many people say that wedding planning is stress-filled and confusing. Those people haven't worked with us. Our clients find comfort in knowing that their most sacred celebrations are in safe hands.

We look forward to bringing clarity to your vision, calm to your planning journey, and creativity to every aspect of design.

Cheers to you. Cheers to LOVE!

*Melissa Best*

Founder & Lead Consultant



# OVERVIEW

## PREMIUM WEDDING PLANNING

A "done for you" bespoke full service planning service ideal for busy professionals who are clear on the "what," but simply don't have the time (or desire) to plan and execute on their own.

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## PARTIAL WEDDING PLANNING

A "done with you" planning service that includes collaborative planning and creative design support leading up to and during your wedding weekend. Ideal for couples who have already secured some vendors but need support connecting the dots.

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## WEDDING DAY MANAGEMENT

Wedding ceremony & reception coordination, vendor management and logistics management starting 60 days prior to your wedding day.

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## DESTINATION WEDDINGS

Domestic & international weddings requiring travel & lodging logistical support in addition to design.

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## MICRO WEDDINGS & ELOPMENTS

Intimate celebrations for under 30 guests planned within two months of the wedding date.

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## A LA CART SERVICES

RSVP management, wedding website curation, invitation assembly and mailing, multi-day wedding celebrations.

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# PREMIUM WEDDING PLANNING

Weddings are beautiful occasions, but incredibly complex to orchestrate with many details to think about – picking invitations, managing guest lists, selecting venues, food, flowers, vendors, etc. The list can seem endless. Brides.com estimates that couples can spend anywhere between 100–200 hours over 12 months planning a wedding. Wouldn't it be heaven to only have to worry about showing up and enjoying the celebration? We're here to help make that dream a reality.

With our Premium Planning services we handle everything. "Everything?" Yes, everything! Simply give us your budget, priorities and wish list, and we'll design the most exquisite wedding you can imagine. It all begins with an in depth consultation to establish your aesthetic and vision for the day, in addition to handling every little detail.



## Included in our Premium Wedding Planning Package:

- Scheduled planning sessions
- Budget management & planning timeline
- Invitation suite design & procurement
- Engagement photoshoot styling & planning
- Venue selection & catering consulting
- Wedding design and execution
- Vendor research & management – We will provide 2-3 vendor referrals in each category (Music & Entertainment, Florals, Catering, etc.), based on your unique aesthetic and budget. We will serve as a liaison between you and the selected vendors, and support you with everything from contract review to follow ups, post wedding day.
- Attending vendor meetings with you as needed
- Provide etiquette and wedding protocol advice
- Phone and email support
- Wedding Day Coordination (up to 12 hours) including:
  - Overseeing the set up of the venue
  - Vendor and decor management
  - Transportation management (bridal party & guest shuttles if applicable)
  - Payment/gratuities distribution
  - Ensuring venue is closed according to the contract
  - Collection of keepsake decor items
  - Wedding ceremony and reception direction
  - Event insurance
  - 8-10 hours of coordination service on the wedding day
- Wedding Rehearsal (up to 2 hours)

Investment begins at \$7,500 USD



# PARTIAL WEDDING PLANNING

This option works well for couples who may have found the venue of their dreams, and even identified their dream team of vendors, but need help with connecting the dots, as well as designing and executing the details. Instead of spending valuable hours searching through endless magazines, websites and calling hundreds of vendors, take advantage of our expertise. After an initial consultation we'll evaluate your needs, style, and budget and come up with tailor-made options that include vendors that are reputable and the right fit for your vision.

Included in this package:

- Scheduled planning sessions
- Vendor referrals and subsequent management of secured vendors.
- Budget Mapping & Projection
- Wedding design and execution
- Etiquette and wedding protocol advice
- Wedding rehearsal coordination (up to 2hrs)
- Wedding day coordination (up to 10 hours) including:
  - Overseeing the set up of the venue
  - Vendor and décor management
  - Transportation management (Bride, Groom & Bridal party)
  - Payment/gratuities distribution
  - Ensuring venue is closed according to the contract
  - Collection of keepsake decor items
  - Wedding ceremony and reception direction
  - Event insurance
  - 8-10 hours of coordination service on the wedding day

Investment begins at \$4500 USD

# WEDDING DAY MANAGEMENT

The term, “Day of Coordination” is misleading. It implies that the work happens on the day of your celebration only. At DMG - we journey with you leading up to your day and manage all the details both great and minute - especially the ones you may have missed in your planning process. Wedding Day Management starts 60 days before your wedding day. \*Design services available by request.

## Included in this package:

- Two meetings, including one at the wedding venue
  - Details Meeting 1: 60 days prior to your wedding we review all of the wedding details including services being provided by all contracted vendors. We will assess your needs, and provide suggestions/solutions. We work with your venue to make sure no detail goes untended to.
  - Details meeting 2: 30-15 days prior to your wedding we review final details, prepare for the wedding rehearsal, and collect any small decor items that might be in your possession, but needed by our team to execute your special day. These may include: custom table numbers, favors, escort cards, menu cards, signage, etc.
- Vendor & contract management
- Administrative support
- Wedding Rehearsal coordination (up to 2 hours)
- Creating a detailed time-line for entire wedding day schedule
- Wedding Day Coordination- including;
  - Vendor and décor management
  - Transportation management (bridal party)
  - Gratuity distribution
  - Collection of keepsake decor items
  - Wedding ceremony and reception direction
  - Event insurance & wedding day emergency kit
  - 8-10 hours of coordination service on the wedding day

Investment begins at \$2500



# DESTINATION WEDDINGS

Picture you and your closest family & friends on a beach overlooking the most breathtaking blue water you've ever seen. Doesn't it sound like a dream? Better yet, a castle or mansion kissed by a gorgeous sunset. It can be your reality! Let our team help you customize the destination wedding of your dreams in paradise.

Our planning process is based on your needs and preferences. Whether you choose our premium bespoke service, partial, or wedding day management, we are here to serve your vision.

**Investment:** The planning package of your choice along with a minimum of two nights lodging at the wedding venue, and round trip airfare for (2 DMG team members)



# ELOPMENTS & MICRO WEDDINGS

Dreaming of an intimate or spontaneous wedding fit for 2 (or up to 40 guests)? Let us take the guesswork out of coordinating, and curate a bespoke celebration that doesn't compromise on the details.

Prioritizing your vision and wishes, this option includes:

- Aiding with venue selection & necessary permits
- Photography during and after ceremony (up to 1.5 hours)
- Wedding officiant
- Bouquet & Boutonniere

Additional options:

- Bridal Hair & Makeup
- Ceremony Music (violinist, guitarist, vocalist)
- Intimate post ceremony dinner & decor
- Transportation (via vintage cab, vintage Bentley, etc.)
- On site concierge/attendant
- Venue decor

Investment: Because of the unique and customized nature of these events, pricing will be quoted based on client needs.

# À LA CARTE SERVICES

## **RSVP Management**

Have your RSVP cards mailed directly to our office to save yourself time and energy. Using your guest list, we will create and maintain a spreadsheet that is updated weekly with guest responses from your RSVP cards that includes meal selection. Once the RSVP date has passed, we will give you a list of guests to contact who have not replied. We will update the list with the final information and share with all relevant wedding professionals.

## **Guest Welcome Bags**

Set the tone for your wedding weekend (or destination celebration) by providing guests with personalized welcome bags. It's a great way to customize your event, and make guests feel honored. We can handle the design, order process, shipment, packing, and delivery to your guests on your behalf.

## **Attire Shopping & Fashion Consulting**

How can you ensure your wedding design and bridal party attire are complementary and coordinated seamlessly? Not sure where to begin, or if you want to handle wedding gown, tuxedo shopping, and fashion coordination on your own? Our planners can schedule and attend bridal gown and tuxedo appointments, attend shopping excursions with the bridal party (including parents), make recommendations for accessories, and give fashion and style advice for the wedding day.

## **Invitation Assembly, Stamping, and Mailing**

If you don't have time to assemble, stamp, and mail wedding invitations, you can add this service to your planning package. Your planner can assemble, stamp, and mail invitations (include stamping RSVP envelopes).

## **Party & Social Event Planning**

We would love to help plan and design other events such as the rehearsal dinner, bachelor and bachelorette parties, wedding showers, welcome receptions, brunches, and wedding week guest activities. From vendor recommendations and theme development to event design and on-site coordination, we can create the perfect party to complement your wedding day celebration.

\*Pricing for each a la carte service is custom quoted based on your specific needs.



# NEXT STEPS



Let us know what you think!  
Which package best suits  
your needs?



Schedule a discovery  
call, or email us with any  
questions



Once you receive a client  
agreement and submit your  
retainer, we officially begin  
the wedding planning  
journey!

*We look forward to working with  
you!*



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