



Entire Event Planning
 Day of Coordinator
 Design & Decor
 D.J. Services
 Officiant

We're a licensed, and insured small business primarily serving NE Florida and SE Georgia. However, we have traveled to North Carolina and Indiana for couples and will be traveling to Savannah in November 2023 to provide services for another wedding. We'd be happy to discuss traveling for your wedding destination.

We believe, "It's Your Day ~ Your Way" striving to provide personal and professional attention to every detail bringing your wedding visions to reality at fair and competitive prices..

We are a bit different than a lot of wedding service providers since we offer our clients a "one stop shop" approach making your entire wedding process flawless and enjoyable.

Our decor inventory currently includes the following:

- linens
 - 60" round in white or ivory
 - black fitted for 6' rectangular
 - Champagne fitted for both 4' rectangular and cocktail tables
- table runners and overlays in a variety of colors
- several styles of vases
- candleabras
- candle sticks
- floating candles
- electric candles
- lanterns
- votives
- shepherd hooks
- variety of silk flowers -we do offer Sola Wood flowers at an additional cost
- garlands in a variety of greenery -some with florals
- card boxes
- arches
- fairy lights
- curtain lights
- backdrops

Wedding Planning ~ What to Expect

- Hold 3 face-to-face Consultation and Planning Sessions
 - Additional consultations are available at an additional fee.
- Help with Save the Date Notices
 - We can design and print for an additional fee.
- Help with Wedding Invitations
 - We can design and print for an additional fee.
- Provide Preferred Vendor List
- Attend meetings with vendors and assisting in selection
- Suggest/visit venues with Bride and Groom
- Guided consultations regarding every part of the event
- Arrange hotel accommodations for out of town guests
- Arrange transportation to and from venue (limo, bus/van)
- Offer payment plan options

Day of Coordinator ~ What to Expect

- Provide services for up to 10 hours
- Attend and facilitate the rehearsal
- Create a “Day of Agenda” for the wedding
- Arrive at the venue early to direct vendors to designated locations and collect C.O.I. if venue requires this
- Call vendors if not at venue by prearranged time
- Orchestrate the ceremony ensuring each person is at the designated location on time
- Direct guests to cocktail hour or reception location
- Orchestrate the exit of the Bride and Groom

Design the Decor ~ What to Expect:

- Design decor and decorate for ceremony, cocktail hour and reception
 - Arches or backdrops for the ceremony with sheer fabric, florals, and greenery
 - Flowers for the ceremony
 - Chair sashes for the ceremony
 - Aisle decorations such as shepherd hooks and lanterns
 - Cocktail hour decorations including 3 cocktail height tables
 - Reception decorations with up to 10 centerpieces, arch or backdrop along with florals, candles, chargers for sweetheart table, garland or florals for the cake/dessert table, the guest book and gift table, the buffet tables, drink stands
 - If you’d like more decorations or something customly built, they are available for an additional fee.
- Provide tablecloths (black, white, ivory, and champagne in stock) with choice of table runner or overlay color for up to 3 cocktail tables, the sweetheart table, up to 10 guest tables, 2 buffet tables, the gift table, and the dessert/cake table
 - If your wedding requires more linens or custom table cloth colors, they are available for an additional fee.
- Set up and take down tables and chairs, if this service is not provided by the venue

- Design Bridal Party flowers: bride's bouquet, up to 4 bridesmaids' bouquets or wristlets, groom's boutonniere, up to 4 groomsmen's boutonnieres, (2) mothers', (2) fathers', and (2 sets) grandparents' flowers
 - If you need more bouquets, wristlets and boutonnieres, they are available for an additional fee.
- Selfie-booth with props and backdrop

What to Expect from the D.J.

- Provide music for up to 6 hours
- Create custom song list for pre-ceremony, ceremony, cocktail hour, and reception
- Ensure a lively presentation from D.J. interacting with guests
- Provide lighting
- Provide fog machine
- Involve guests in games like the Shoe Game, Longest Married Couple, and \$ Dance Bride or Groom
- Guide the reception with announcements, toasts, and speeches

What to Expect from the Officiant

- Officiant is licensed in FL and GA
- Provide personalized ceremony with guidance for Bride and Groom who opt to write their own vows
- Customize ceremony to fit wishes of the couple
- Use of traditional and non-traditional vows
- Attend the rehearsal ensuring a wonderful ceremony

Package Options

1. The Entire Event Package ~ Starting at \$4,999.00
 - This package is your best bet as it includes
 - Planning and Day of Coordinator Package
 - Design and Decor Package
 - Entertainment Package
2. Planning & Day of Coordinator Package ~ Starting at \$1,500.00
3. Design and Décor Package ~ Starting at \$3,000.00
4. The Entertainment Package ~ Starting at \$850.00

Required Assistant's Fee

To best ensure we bring your wedding visions to reality, the following fees apply.

- Up to 100 guests = 1 assistant required = \$250.00
- 101 - 200 guests = 2 assistants required = \$500.00

Required Venue Clean Up Fee

This fee of \$300.00 is required to ensure the venue is cleaned up by the time allotted. This fee includes busing of tables during the event and again at the end of the event including returning tables and chairs to the expectation of the venue along with trash removal.

NOTE:

- These are current package prices and prices are subject to change based on current market value, availability, and special requests made by the client.
- Custom packages can be created.
- Promotional discounts only apply to the Entire Event Package.

Booking Our Services

Please contact Janet by phone or email for your first consultation. If you decide to book our services, a 25% deposit and signed contract are due at the time of booking. Monthly installment payments can be arranged.

Phone: 904-226-5747

Email: planned2perfectioneandr@gmail.com

Forms of Tender Accepted

- Cash
- Cashiers Check
- Money Order
- CC payment through Square P.O.S. (4% fee)

We look forward to the opportunity to work with you.