

# WEDDING PACKAGE LIST



## HAPPILY EVER AFTER

Just got engaged? Woohoo! We will walk you through the entire planning process with unlimited meetings, planning sessions and communication, so you can enjoy your big day! You will receive a custom event design package including guest tables, sweetheart table, cake and gift table decor. Along with months of planning and wedding rehearsal, you will also receive 12 hours of hands-on support on the day of your wedding with our team of experienced professionals.

**STARTING AT \$4,500**



## MEET ME AT THE ALTAR

Already have some or all of your vendors booked? We can help with the rest! This package is for weddings that are within 2-6 months. We can make vendor recommendations, assist with event design, managing the logistics for the day, streamlining and troubleshooting the systems in place, provide event management and more! This package also comes with 10 hours of day-of coordination.

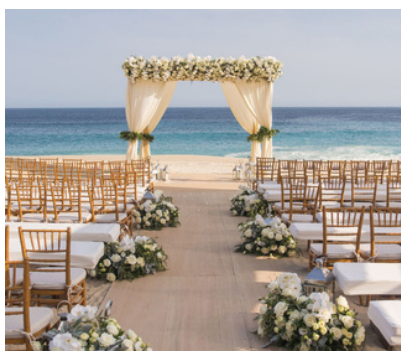
**STARTING AT \$3,250**



## NEW BEGINNINGS

Our New Beginnings package is created for the bride and groom that have done the majority of planning, and are ready to hand over the reigns. Now its time for you to enjoy! We will handle all the logistics of your big day. This package starts 6 weeks prior to the wedding and includes wedding rehearsal, day of event coordination and setup.

**STARTING AT \$2,500**



## FLY AWAY WITH ME

Getting married outside of the NYC area? Whether its Italy, Arizona or Jamaica, we'll be there! Hotels have their best interest in mind and we step in and bridge the gap to make sure you get exactly what you're hoping for. This package includes planning up to 8 months prior to the wedding, room block reservations, coordination of rehearsal dinner, decor rentals from our inventory, 10 hour day-of coordination and more. (All travel related expenses are additional)

**STARTING AT \$2,275**

**CONTACT US FOR AVAILABILITY**

[raquel@hereandnowevents.org](mailto:raquel@hereandnowevents.org)

(347) 776-0793

[hereandnowevents.org](http://hereandnowevents.org)



# WEDDING PACKAGES



## HAPPILY EVER AFTER

### Full Planning & Design Services

Our Happily Ever After package includes our wedding planning & design services from beginning to end. You get to enjoy all the fun aspects of planning your wedding, while avoiding the stress and anxiety of the behind-the-scenes work. *Planning begins 1 year to 6 months prior to wedding.*

#### Includes but is not limited to:

##### Prior to Wedding

- Unlimited email and phone contact with planner.
- Wedding Concept & Design Assistance including Ceremony and Reception design & floor plan.
- Preferred Vendor Referrals (catering, photography, makeup artist, DJ, etc)
- Venue Selection & walk through
- Concierge assistance with tasks such as:
  - Wedding website
  - Invitations & Guest Management Rsvp tracking and follow up
  - Transportation & hotel bookings
  - Catering & Menu Selection
- Etiquette Advice
- Assistance finalizing Banquet Event Orders, Décor, and Logistics as needed
- Unlimited phone calls and emails to planner
- Assistance creating your 'essential shot list' for your photographer
- Creation of Wedding Day timeline
- Triple Confirmation of Vendors
- Rehearsal Attendance & Assistance

##### On Wedding Day

- 12 Hours of Day of Coordination on
- Point of contact for vendors, guests, and wedding party.
- Ensure vendors have arrived on time and assistance and direction with load-in
- Assist in set up of special personal event decor including centerpieces, favors, escort cards, menus, guest book, etc.
- Assist with the distribution and pinning of boutonnieres and corsages
- Organize family and bridal party for formal photographs to maximize photographer time
- Ensure a smooth transition between ceremony, cocktail hour & reception.
- Make sure that ceremony and reception stay on time and remain on point as discussed and written on the timeline.
- Coordinate all events during the wedding such as starting of speeches, cake cutting, 1st Dances, etc.
- Supervise any ceremony decor being moved to the reception
- Access to the Event Planning emergency kit solve any unexpected problems
- Disburse all vendor gratuities and final payments.
- Ensure gifts & envelopes are turned in to trusted family or friend.
- Assist with breakdown of decor.
- A Lead Planner & additional event assistants. # of assistant will depend on the size of the event.

## Starting at \$4,500\*

\*This base rate covers weddings with up to 100 guests. rate increases with higher guest count, elaborate/detailed decor services.

# WEDDING PACKAGES



## MEET ME AT THE ALTAR

### Partial Planning & Design/Decor Package

The perfect package for the couple that already has parts of their wedding planned out, but need the guidance, direction, and advice of a planner, as well as professional help for the day of the event.

*Package available only up to 2 to 6 months prior to wedding.*

#### Includes but is not limited to:

##### Prior to Wedding

- Initial Event Consultation (30 minutes)
- Assistance finalizing all wedding details and booking remaining vendors.
- Preferred Vendor Referrals (catering, photography, makeup artist, DJ, etc)
- Concierge assistance with tasks such as:
  - Honeymoon planning, RSVP tracking and follow up, transportation & hotel bookings and more.
- Etiquette Advice
- Triple Confirmation of Vendors
- Customized timeline and itinerary for the wedding party and vendors/venue
- Personal direction for the wedding rehearsal & rehearsal dinner.
- Access to rent our inventory of decor items at a discount.

##### On Wedding Day

- 12 Hours of Day of Coordination on
- Point of contact for vendors, guests, and wedding party.
- Ensure vendors have arrived on time and assistance and direction with load-in
- Assist in set up of special personal event decor including centerpieces, favors, escort cards, menus, guest book, etc.
- Assist with the distribution and pinning of boutonnieres and corsages
- Organize family and bridal party for formal photographs to maximize photographer time
- Ensure a smooth transition between ceremony, cocktail hour & reception.
- Make sure that ceremony and reception stay on time and remain on point as discussed and written on the timeline.
- Coordinate all events during the wedding such as starting of speeches, cake cutting, 1st Dances, etc.
- Supervise any ceremony decor being moved to the reception
- Access to the Event Planning emergency kit solve any unexpected problems
- Disburse all vendor gratuities and final payments.
- Ensure gifts & envelopes are turned in to trusted family or friend.
- Assist with breakdown of decor.
- A Lead Planner & additional event assistants. # of assistant will depend on the size of the event.

### Starting at \$3,250\*

\*This base rate covers weddings with up to 100 guests. rate increases with higher guest count, elaborate/detailed decor services.

# WEDDING PACKAGES



## NEW BEGINNINGS

### Day Of Coordination

Already have everything planned & booked? Need someone to handle the particulars of the big day? Worried that you will be too busy to enjoy your wedding? Our Day of Coordination Package is for you! *Package available up to 6 weeks prior to wedding.*

#### Includes but is not limited to:

##### Prior to Wedding

- In-person meeting/walkthrough at the venue to go over all details, timeline, and set up (45 minutes).
- Wedding Google doc for easy access that includes a timeline, vendor contact information, wedding party contact, personal decor list, and running to be determined list if necessary
- Preferred Vendor Referrals (catering, photography, makeup artist, DJ, etc)
- Etiquette and Vendor Gratuity Advice
- Triple Confirmation of Vendors
- Customized timeline and itinerary for the wedding party and vendors/venue
- Access to rent our inventory of decor items at a discount.

##### On Wedding Day

- 12 Hours of Day of Coordination on
- Point of contact for vendors, guests, and wedding party.
- Ensure vendors have arrived on time and assistance and direction with load-in
- Assist in set up of special personal event decor including centerpieces, favors, champagne flutes, cake cutters, guestbook, table numbers, menu cards, name/escort cards, etc.)
- Assist with the distribution and pinning of boutonnieres and corsages
- Organize family and bridal party for formal photographs to maximize photographer time
- Ensure a smooth transition between ceremony, cocktail hour & reception.
- Make sure that ceremony and reception stay on time and remain on point as discussed and written on the timeline.
- Coordinate all events during the wedding such as starting of speeches, cake cutting, 1st Dances, etc.
- Supervise any ceremony decor being moved to the reception
- Access to the Event Planning emergency kit solve any unexpected problems
- Disburse all vendor gratuities and final payments.
- Ensure gifts & envelopes are turned in to trusted family or friend.
- Assist with breakdown of decor.
- A Lead Planner & additional event assistants. # of assistants will depend on the size of the event.

### Starting at \$2,500\*

\*This base rate covers weddings with up to 100 guests. rate increases with higher guest count, elaborate/detailed decor services.

# WEDDING PACKAGES



## FLY AWAY WITH ME

### Destination Wedding Package

Whether set in the Picturesque Caribbean or on the stunning coast of Italy, we act as the liaison between you and the resort/location of your wedding and handle all the planning details before and upon arrival. We stay on-site with you and your guests and create memories that will last a lifetime. Destination weddings are anything outside of the NYC Tri-State area.

*Package available up to 8 months prior to wedding.*

**Includes but is not limited to:**

#### Prior to Wedding

- Initial Event Consultation (30 minutes)
- Researching and accumulating quotes for different locations and helping narrow down options.
- Concierge Assistance with all/remaining wedding details and communicating with the resort/location of the wedding (Acting as the liaison between clients and staff on-site).
- Customized timeline and itinerary with the resort/location of the wedding.
- Booking any off-site vendors; confirming arrival times as well as coordinating on the day of.
- Personal direction for the wedding rehearsal, rehearsal dinner, customizing ceremony, and reception design and floor plans.
- Reserving and Setting up hotel/resort blocks for guests.
- Preferred Vendor Referrals (catering, photography, makeup artist, DJ, etc)
- Etiquette Advice
- Access to rent our inventory of decor items at a discount.
- Triple Confirmation of Vendors
- Create and/or distribute welcome bags to guests upon arrival.
- Attend on-site walkthrough, rehearsals, and complete necessary wedding tasks on site.
- Day of coordination services for up to 12 hours, decoration of honeymoon suite (if needed), ceremony and reception set up and break down.

#### Travel Expenses

- All travel, accommodations, and meals for coordinators/assistants is paid for by the client.
- Any additional days needed on-site for before or after the actual wedding day is \$150 per coordinator, per day. This applies to the coordination the rehearsal dinner, pool party, beach party, and any other activities during your wedding weekend.

## Starting at \$2,275\*

\*This base rate covers weddings with up to 125 guests. rate increases with higher guest count, elaborate/detailed decor services.

# THINGS TO KNOW



## Payments, Bookings, etc.

### How to book with us?

1. Setup your 30 min Virtual Consultation [HERE](#), or email us at [raquel@hereandnowevents.com](mailto:raquel@hereandnowevents.com) to make an appointment.
2. After your consultation, you will be sent an official invoice based on your event needs.
3. Once you pay the deposit amount on your invoice. Your date is secured!
4. Now let's get to planning!

### Details & Terms

- All package base rates cover events with a maximum estimated guest count. The actual rate depends on estimated guest count, elaborate/detailed decor setup, and other factors.
- Event dates are only secured once a deposit is paid.
- The Day of Coordination Package requires a 50% deposit due at booking, and the remaining balance due 1 week before.
- For all other packages, a 30% deposit is due at booking. Pay in full and receive a 5% discount. Payment plans are available.
- All remaining balances are due 1 week prior to the event date.
- Any additional package add-ons will be billed separately as needed.
- Payment Methods: Cash, Venmo, Zelle, QuickPay, PayPal & Stripe. Receipts are available for all payments.
- Major holiday weddings & events will incur an additional 15% package fee. These terms apply to events booked for Thanksgiving Weekend, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

