



PLANNING | COORDINATION | DESIGN | STYLING

Pricing Guide

2022- 2023



\$650

small events

VENUE MANAGER TO OVERSEE NON- WEDDING EVENTS

Initial Consultation with Ashlee Martinelli, Founder & Creative Director

Planning Meetings with Lead Planner

- 2-week Planning Meeting
- Week-of walk-thru
 - Lead Planner to walk client through space and go over details
 - Client to complete venue layout form

Coordination of vendor arrival

Lead Planner to manage day-of event (6-hrs of service)

Share preferred list of suggested vendors to utilize

Setup room layout, breakdown of tables/chairs and decor (additional \$450)

Process special event insurance policy (additional \$250)

Planner is not responsible for setting up decor.

This service can be added on, if desired.



\$2,950

Wedding Management

ALLOWS THE COUPLE TO WORK INDEPENDENTLY LEADING UP TO THE WEDDING DAY WITH GUIDED ASSISTANCE FROM LEAD PLANNER IN THE WEEKS BEFOREHAND

Initial Consultation with Ashlee Martinelli, Founder & Creative Director

Planning Meetings with Lead Planner

- 4-week Planning Meeting
- 2-week Planning Meeting
- Final Venue Walk-Thru

Instant access to online planning portal with interactive checklist

Creation of custom timeline of wedding weekend + logistics

Collaboration of room design

Lead Planner to manage Rehearsal, Ceremony, and Reception

8-hrs of event day service

Coordination of vendor arrival + setup

Setup room layout, breakdown of tables/chairs and decor (additional \$450)

Process special event insurance policy (additional \$250)



\$3,950

Signature Planning

ALL SERVICES FROM WEDDING MANAGEMENT PACKAGE ABOVE. PLUS:

3-Month Planning Meetings with Lead Planner

Lead Planner to attend the following Vendor Meeting:

- Caterer/Menu Tasting

Management of Vendor Relationships and Contracts

Guest List Management and RSVP Tracking

Access to our Wedding Day Emergency Kit

10-hrs of event day service

Setup room layout, breakdown of tables/chairs and decor (included)

Process special event insurance policy (additional \$250)



\$5,100

Full-service Planning

ALL SERVICES FROM WEDDING MANAGEMENT AND SIGNATURE PACKAGES ABOVE.

PLUS:

6-Month Planning Meeting with Lead Planner

Lead Planner to attend the following Vendor Meetings:

- Floral Meeting
- Cake/Dessert Tasting

Linens + Napkins (Choose Colors)

Vendor Relations from start to finish

Vendor Selection Assistance

Address, Stamp and Mailing services for Invitations

Additional Event Specialist on wedding day

Decor Setup/Breakdown

12-hrs of event day service

Process special event insurance policy (additional \$250)



What's Next?

Once you've decided to book services with Every Little Thing, LLC let us know! We will put together an agreement and invoice for the initial retainer and balance payments.

Your date will be officially reserved once both are returned. Please do not hesitate to contact us with any questions you may have!

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