



MONARCH
CREATIVE EVENTS

Services & Pricing Guide



www.monarchcreativeevents.com



Hello There!

I'm so glad you're here. This services and pricing guide will give you a quick overview of Monarch Creative Events and the different planning collections we offer. We have perfected our planning method and arranged it in a way that fits *your* event.

After you review all the details, I would love to set up a consultation to give our team the opportunity to learn more about you! You can head over to our website to get more information and inquire for a meeting.

We can't wait to celebrate you!

Alexa

Owner, Lead Planner



your dream event?

IT'S FINALLY WITHIN REACH.

IT TAKES A LOT TO PLAN A FUN, FANTASTIC
WEDDING THAT'S TOTALLY YOU.

It's hard freaking work. If you're looking for a fairy godmother, don't hire us. We don't have magic wands - we have experience and a proven planning method. And those things can actually give you the wedding of your dreams. If you're looking for a no BS, tell-it-how-it-is planning experience, we're your gals. Whatta ya say?

[WORK WITH US](#)



My Planning Journey

I was the bride who knew what she wanted and had everything organized alphabetically before she'd even picked a date. But I also knew I couldn't do it all. And being able to enjoy every second of my day was more important to me than making sure everything was perfectly planned. I began looking for a planner, but I couldn't find someone who could meet all of my needs.

I found myself in a sea of planners saying things like "your wedding day should feel like a fairytale," and I was over here like "Okay, but I need someone who can get it done right." You feel me? I created this business for the brides like me, who know their wedding will be wonderful - but we have to plan it first.

Welcome to Monarch Creative Events!



"I COULDN'T FIND
THE PERFECT
PLANNER FOR MY
WEDDING DAY.

SO I BECAME HER!"



Event Management

Perfect for you if: you're looking for help organizing all of the already-done details for your day. (And for someone to run the show so you can — idk — get married?!)

Although we're only with you on your wedding day, our preparation begins long before that. We'll have an open line of communication and check in with you frequently in the months leading up to your day, so when it finally comes you won't need to worry about a thing.

COLLECTION INCLUDES:

- 10 hours of wedding day management
- 4 check-in meetings starting 3 months before your wedding
- Communication with vendors
- Venue walkthrough
- Custom planning portal
- Timeline creation
- Rehearsal, Ceremony & Reception coordination

YOUR INVESTMENT

\$3,500

[LET'S WORK TOGETHER](#)

Partial Planning



Perfect for you if: you're looking for help finishing up those tasks you've been putting off for wayyyy too long.

Everything included in our Event Management Collection, plus 15 additional planning hours where we'll handle the stuff you don't have time (or just don't want) to do. Planning starts as soon as the contract is signed!

COLLECTION INCLUDES:

- 12 hours of wedding day management
- 7 additional check-in meetings
- Budget creation & management
- Vendor recommendations, scouting, and selection
- Contract reviews
- Vendor planning meetings
- Hotel & transportation arrangements

YOUR INVESTMENT

\$6,750

LET'S WORK TOGETHER



Full Service Planning

Perfect for you if: you want a consulting role in wedding planning — i.e. you let us know what your vision is, then sit back with a cocktail while we make it happen for your big day.

Everything included in our Event Management Collection, plus step-by-step assistance planning. This is our white-glove package for couples who have a vision but aren't sure how to bring it to life. We've got you covered!

LET'S WORK TOGETHER

COLLECTION INCLUDES:

- 12 hours of wedding day management
- Budget creation, tracking & management
- Vendor recommendations, scouting, and selection for all vendors
- Contract reviews for all vendors
- Personalized planning to-do list updated once a month
- Monthly wedding progress reports
- Organization of files & information, including prepared checklists, spreadsheets, contracts, notes, and other files

WHAT ELSE IS INCLUDED?

YOUR INVESTMENT
\$12,000

Additional Services



Extra Planning Meetings

Typically added onto Event Management packages. This will give you extra time with us to make your plan perfect.

\$175
per
hour

Additional Wedding Day Hours

Need more help on your wedding day than what comes with your collection? We can come as early as you need us.

\$175
per
hour

Additional Venue Tour

If you'd like us to see your venue prior to our three-months-out timeline, add an additional venue tour. Perfect for couples who are trying to figure out the flow of their event.

\$300
flat
rate

FAQ's

How many planners will be at our wedding?

We require one person per 100 guests, with a minimum of one lead planner and one assistant planner per event.

How long will you hold our date for?

We hold your date for seven days after we send the proposal. After seven days we have open communication if you're still interested, but we can no longer guarantee we'll be available for your date.

How many weddings do you work in a year?

Currently, we complete around 20 weddings per year. As we bring on more lead planners, this number will grow!

How do I know who my lead planner will be?

The planner you speak to during your complimentary consultation call will be your lead planner for the event.

What if you never worked at our venue?

No problem – we specialize in the ability to adapt to new venues. Most of our clients come to us with their venue already picked out, so we are used to new spaces!

How It Works

01 BOOK A CONSULTATION CALL

On this call, we'll get to know you and learn what you need assistance with for your wedding. At the end of the call, we will review what collection we think is best and you can ask us *all* the questions (we know you'll have a few!).

02 REVIEW THE PROPOSAL

You will receive a custom proposal after your consultation, with a contract to sign. If everything looks good and you'd like to move forward, sign on the dotted line.

03 PAY YOUR INVESTMENT

The initial investment is 50% down, followed by two equal payments after. Final payment is due one month before your event.

04 RECEIVE ONBOARDING GUIDE

After the deposit is paid, you will receive our onboarding guide, where you'll get all our planning tools to guide you through our process. Let the planning begin!

If you'd like more details about our process, book a complimentary consultation with us. We'll get all of your questions answered!

[GET IN TOUCH](#)



COMMUNICATION

CONTACT DETAILS

info@monarchcreativeevents.com

OFFICE HOURS

M - W 9:00am - 3:00pm CST
Th - F 9:00am - 12:00pm CST

WEBSITE

monarchcreativeevents.com

INSTAGRAM

[@monarchcreativeevents](https://www.instagram.com/monarchcreativeevents)

Let's Get Started!

Next Steps: Fill out the questionnaire below so we can learn the basic information about your wedding. From there, we will be in touch with a link to schedule a free consultation call with the Lead Planner that is available for your date.

[QUESTIONNAIRE](#)

If you're not quite ready to book a call yet, that's okay – we love a thorough researcher around here. You can learn everything you need to know about us on our website!

[LEARN MORE](#)

Thank you so much for taking the time to reach out about our services and pricing. Here at MCE we are so passionate about our events, and we can't wait to chat with you. Let's plan your wedding!

Alexa



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Testimonials



Melanie & Vincent

"Our wedding went off without a hitch and my husband and I still cannot believe how smoothly it ran."

Jessie & Kody

"Alexa made my vision become a reality, when I wasn't sure it could be possible."



Claudia & Jacob

"Sarah was the perfect person to help ease my stress throughout the wedding day."