

## The Millennium Package (Complete Planning)

With this all-inclusive package, you will have complete peace of mind from the planning process through the execution of your event. Prime Time Event Planning & Concierge will take care of every detail needed to leave you completely satisfied and able to enjoy your event rather than working through it.

**Investment starts at \$4,500**

- Dedicated wedding coordinator to assist with pre-planning
- Three day of staff (weddings over 200 people require additional staffing)
- Unlimited consultations up until your wedding
- Final touch meetings 1-2 weeks before your wedding
- About 15 hours day of services
- Assistance with choosing a venue for both wedding and reception
- Arrange hotel accommodations for traveling guest
- Supply a list of suggested vendors within your budget
- Supply a to-do-list of things needed up until wedding
- Contract reviews and listed terms and agreements
- Wedding Website Creation
- Mailing of save the dates, invitations and thank you notes
- Keep detailed list of money being spent
- Keep track of due dates for vendor payments
- Act as liaison between you and vendors
- Venue walk-throughs
- Assembly of party favors and hotel favors
- Assistance with reception seating charts
- Complete management of wedding, rehearsal and reception guest list
- Coordination of wedding rehearsal walk-through
- Detailed itinerary delivered to all vendors and bridal party members
- Supervision and assistance for wedding day set-up
- Keep timing of day of wedding events (ie., hair, make-up, getting dressed, bridal party timing)
- Assistance with cleaning up and packing of personal items after wedding
- Keep wedding party, families and most importantly bride and groom happy

## The Centennial Package (Partial Planning)

This package is for those who have partially planned their event but need our help with some details and the final execution. We will take what you have and add our own personal touches to make your vision come true.

**Investment starts at \$3,000**

- Dedicated wedding coordinator to assist with pre-planning
- Two day of staffers (weddings over 100 people require additional staffing)
- Unlimited consultations up until your wedding day
- About 12 hours of day of services
- Final touch meetings 1-2 weeks before your wedding
- Supply a list of suggested vendors within your budget
- Contract reviews
- Final payment reminders
- Venue walk-throughs
- Assembly of party favors and hotel favors
- Supply a to-do-list of things needed up until wedding
- Coordination of wedding rehearsal walk-through
- Detailed itinerary delivered to all vendors and bridal party members
- Supervision and assistance for wedding day set-up
- Keep timing of day of wedding events (ie. hair, make-up, getting dressed, bridal party timing)
- Assistance with cleaning up and packing of personal items after wedding
- Keep wedding party, families and most importantly bride and groom happy

## The Lustrum PLUS Package (Day of Service+)

Often we find that our day of clients need a little more support than just the day of. This package gives you the same benefits of day of service with the added bonus of someone to constantly bounce thoughts off of.

**Investment starts at \$1,600**

- Two wedding coordinators for day of execution (weddings over 100 people require additional staffer)
- Final touch meeting 1-2 weeks before your wedding
- About 12 hours of day of services
- Monthly meetings up until your wedding
- Limited vendor find and finalization
- Vendor meetings
- Supervision and assistance for wedding day set-up
- Detailed itinerary delivered to all vendors and bridal party members
- Coordination of wedding rehearsal walk-through
- Assistance with cleaning up and packing of personal items after wedding
- Keep timing of day of wedding events (ie. hair, make-up, getting dressed, bridal party timing)
- Keep wedding party, families and most importantly bride and groom happy

## The Lustrum Package (Day of Services)

This service is for those who have completely planned their event and just need day of services. PTE will be there to relieve the stress you may feel the day of and help with the execution of all your hard work.

**Investment starts at \$1,200**

- Two wedding coordinators for day of execution (weddings over 100 people require additional staffer)
- Final touch meeting 1-2 weeks before your wedding
- Unlimited consultations starting 2 months before your wedding
- About 10 hours of day of services
- Supervision and assistance for wedding day set-up
- Detailed itinerary delivered to all vendors and bridal party members
- Coordination of wedding rehearsal walk-through
- Assistance with cleaning up and packing of personal items after wedding
- Keep timing of day of wedding events (ie. hair, make-up, getting dressed, bridal party timing)
- Keep wedding party, families and most importantly bride and groom happy

### A La Carte Services

We know these tasks are some of the most time consuming for couples. You may have everything else under control just no time to do these yourself.

- Invitation stuffing and mailing
- Hotel welcome gift assembly and drop-off
- Day of wedding set-up – personal décor
- Vendor management
- Party favor assembly
- Thank you note stuffing and mailing
- Vendor research
- Wedding signs, place cards and menu design

## Photobooth Packages

Black iPad open air photobooth. All packages come with backdrop of your color choice. Photobooth location must be close to an outlet

### Package 1: \$750 – no printing

- 4 hours of service time
- Custom design template
- Digital props
- Instant social media, text and email sharing
- Online photo gallery of all prints

### Package 2: \$1,000

- 4 hours of service time
- Unlimited prints with custom designs
- 1 service attendant
- Themed props
- Instant social media, text and email sharing
- Online photo gallery of all prints

### Add-ons

Additional hours

Photo Booth holders with custom insert (magnetic or plastic holders)

Take home photo album