



## Silver “Day of Coordination” Package

Fee: \$2000

Fee Includes:

- Three (3) 2-hour meetings with the couple to make sure you're meeting all benchmarks in the planning process
- Facilitate: **Rehearsal** (1 hour) & **Wedding Day** (12 hours)

**Pre-Wedding** - Includes: but is not limited to...

- Help with the design and style of your wedding
- Create a wedding plan checklist
- Three pre-wedding consultations
- Supply any needed vendor recommendations
- Construct a detailed wedding day timeline
- Attend final caterer vendor meeting
- Confirm all details with the appropriate vendors prior to the wedding

**“Day of” Coordination** Includes, but is not limited to:

- Vendor contact and coordination - point of contact for all vendors
- Coordinate the setup of the ceremony and reception - work done by others
- Put final touches on the reception site (place cards, wedding favors, guests book, gift/card table, dessert table, photo booth, restroom baskets, signage, etc.)
- Direct the ceremony processional
- Facilitate Reception - Introductions, toasts, special dances, cake cutting, etc.
- Assist the family, wedding party and guests as needed
- Distribute final payment and gratuity to vendors
- Provide a stocked emergency kit
- Deal with any unforeseen hiccups

*Not included in this package: Set up/break down. This is completed by the couple, family, or caterer.*

## Gold “Premier” Package

Fee: \$3500

Includes:

- Four (4) 2-hr meetings with the couple to make sure you're meeting all benchmarks in the planning process
- Facilitate: **Rehearsal** (1-hr) & **Wedding Day** (12-hr)

**Pre-Wedding** (from Silver Package) **plus the following:**

Includes: but is not limited to...

- Four pre-wedding consultations
- Attend final vendor meetings - caterer, rental company, florist

**“Day of” Coordination** (from the Silver Package), **plus the following:**

Includes, but is not limited to:

- Coordinate and setup of the ceremony and reception site with my crew
- Break down and clean up of the ceremony and reception site with my crew

## Diamond “Full Service” Package

Fee: \$5000

Fees Include:

- Six (6) 2-hr meetings with the couple to make sure you're meeting all benchmarks in the planning process
- Facilitate: **Rehearsal** (1-hr) & **Wedding Day** (12-hr)

**Pre-Wedding** (from Silver Package) **plus the following:**

Includes, but is not limited to:

- Six pre-wedding consultations
- Ceremony + Reception venue location
- Vendor recommendations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Wedding favors & accessories
- Coordinate accommodations, transportation and child care
- Marriage License
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Attend all vendor meetings - caterer, rental company, florist

**“Day of” Coordination Package, plus the following**

Includes: but is not limited to...

- Coordinate and setup of the ceremony and reception site with my crew
- Break down and clean up of ceremony and reception site with my crew