



### **Package Includes:**

#### **After contract has been signed:**

Unlimited contact via text and email  
Providing vendor recommendations if needed  
Monthly check in's (scheduled and informal)

#### **6-9 months before your wedding:**

One in-person visit to the venue (separate from final walk through)

#### **3-6 months before your wedding:**

Reaching out to all vendors  
Creation of timeline and decor plan

#### **4-6 weeks before your wedding:**

Final walk through at venue  
Refine and finalize timeline and decor plan

#### **Week of your wedding:**

Rehearsal  
Communication with vendors

#### **Day of your wedding:**

Set up of ceremony, cocktail hour, and reception spaces  
Managing timeline  
Break down and packing up all décor that client brought

### **Fee Schedule**

Total cost: \$2,000

Deposit is 25% of total cost

Remaining payment will be split up into an agreed upon frequency with the final payment being made no later than one week prior to the wedding day