

Arrowsmith Events



About

With over 25 years of experience coordinating weddings, social events, and corporate meetings, I create events that are memorable and flawless. No detail is left behind. Through my strategic partnerships formed over the years, I am flexible and accommodating to the unique needs and preferences of my clients. Let me plan your next unforgettable event.

Wedding Services



Full-Service Package \$8,000.00

Plan your wedding from start to finish:

- One-hour complimentary consultation to discuss your creative ideas and vision for your special day.
- Answer phone, text, and email conversations within 24-48 hours from 9:00 AM to 7:00 PM.
- Research compatible vendors or recommend wedding professionals from my list of referrals.
- Provide advice and guidance on choosing the perfect venue and caterer.
- Assistance in securing vendors and explaining all costs and services before signing all contracts.
- Review and manage all contracts from all wedding professionals
- Assist with selecting table linen, chairs, china, lighting, cake design, décor, and rentals.
- Attend all meetings with vendors, including the taste test.
- Attend catering and venue meetings to assist with event layout, timeline, menu, bar selection, etc.
- Orchestrate the ceremony rehearsal.
- On the event day, assist with set-up, orchestration, and clean-up.
- Serve as the guest liaison and event troubleshooter.



Wrap It Up Package \$5,000.00

Finish where you left off on vendor selection:

- One-hour complimentary consultation to discuss your creative ideas and vision for your special day.
- Answer phone, text, and email conversations within 24-48 hours from 9:00 AM to 7:00 PM.
- Finish where you left off on vendor selection and review and manage all contracts from all wedding professionals.
- Attend catering and venue meetings to assist with event layout, timeline, menu, bar selection, etc.
- Attend caterer taste test.
- Contact all vendors and create a master timeline.
- Create the room layouts.
- Attend the final meeting and walk-through with the venue, caterer, and all vendors.
- Orchestrate the ceremony rehearsal.
- On the day of the event, assist with set-up, orchestrate the event, and clean up.
- Serve as the guest liaison and event troubleshooter.



Event Orchestration Package \$2,000.00

Day of Coordinator:

- One-hour complimentary consultation to discuss your creative ideas and vision for your special day.
- Answer phone, text, and email conversations within 24-48 hours from 9:00 AM to 7:00 PM.
- Contact all vendors 2-3 months before your event to finalize all details and create a master timeline.
- Review and manage all contracts from all wedding professionals.
- Attend final meetings and walk-throughs with the venue, caterer, and vendors.
- Create a room layout for the ceremony and reception site.
- Orchestrate the ceremony rehearsal.
- Set up, coordinate the event, and assist with clean-up.
- Serve as the guest liaison and event troubleshooter.

