



WEDDING AND EVENT ESSENTIALS, LLC

Congratulations on your recent engagement!

Wedding and Event Essentials is a full service wedding and event company based out of Port Saint Lucie Florida. We will work with you to create an extraordinarily memorable and inspired wedding that is truly personal. From the very first meeting through the implementation of your wedding, we will be there to guide you through every step to make it as stress free and flawless as possible.

Thank you for your interest in our services. Our price listing for our packages are below. All our wedding packages are customized and designed to bring the couples vision to life.

We are looking forward to working with you to make your day momentous and memorable!

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Day of Wedding Coordination Package

Pre-Wedding Day

- Initial & any succeeding consultations (up to 2)
- Unlimited phone and e-mail contact
- Custom timeline for your wedding day
- Wedding rehearsal coordination
- Confirm all vendors (delivery times, items being delivered, etc) the week prior to the wedding

Wedding Day

- On site day of coordination for up to 10 hours
- Setup and organize items such as place cards, programs, guest book, license, rings etc. at venue
- Assist client as required at venue throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Direct the wedding party so they are in the proper place at the proper time
- Provide wedding emergency kit
- Final deliver payment to vendors requiring payment the day of the wedding
- Line up bridal party
- Ensure bridal party is looking perfect before walking down the aisle.
- Assist in room flip
- Coordinate events and announcements throughout the reception.
- Giving heads up to parties involved to ensure organization
- Organize of the bridal party and guests for the Grand entrance and exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Handle all last minute needs. Problem solve

Partial Planning Package

Pre-Wedding Day

- Unlimited phone and email contact
- Cost savings tips
- Establish a budget & customized “to do list” to help keep the couple on track throughout the planning process
- Review contract with selected venue
- Research remaining vendors needed and attend vendor meetings if desired by couple (up to 2)
- Contract reviews
- Create comprehensive timelines of the ceremony and reception
- Attend final walk-thru meeting with the reception venue
- Wedding rehearsal coordination
- Confirm all vendors (delivery times, items being delivered, etc) the week prior to the wedding

Wedding Day

- On site day of coordination for up to 10 hours
- Assist client as required throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Direct the wedding party so they are in the proper place at the proper time
- Provide wedding emergency kit
- Final deliver payment to vendors requiring payment the day of the wedding
- Line up bridal party
- Ensure bridal party is looking perfect before walking down the aisle.
- Assist in room flip
- Coordinate events and announcements throughout the reception. Giving heads up to parties involved to ensure organization
- Organize of the bridal party and guests for the grand entrance and exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
- Handle all last minute needs. Problem solve

Full Planning Package

Pre-Wedding Day

- Unlimited phone and email contact throughout the planning process
- Custom “to do” checklist to keep planning on track
- Assist with venue selection based on the desires and needs of client (up to 3)
- Research and manage vendors
- Creation and implementation of the day of timeline
- Assist with menu options, beverage selection + floor plan
- Attend meetings with vendors (up to 4)
- Attend venue walk through(s) for design + logistical planning (up to 3)
- Manage and itemize your wedding budget. We will help make cost effective decisions
- Review contracts
- Assistance with ceremony and reception design per couple’s vision including small details such as invites, place cards, and guestbook
- Create comprehensive timelines of the ceremony and reception
- Wedding rehearsal coordination and direction - 1 hour
- Confirm all vendors (delivery times, items being delivered, etc) the week prior to the wedding
- Weekly or by-weekly check in by phone to review monthly check list
- Schedule month out walkthrough at ceremony and reception site

Wedding Day

- On site day of coordination for up to 10 hours
- Venue setup and organize items such as place cards, programs, guest book, license, rings etc...
- Assist client as required throughout the wedding day
- Oversee all wedding day deliveries
- Ensure the design of the venue appears as anticipated
- Direct the wedding party so they are in the proper place at the proper time
- Provide wedding emergency kit
- Deliver payment to vendors requiring payment the day of the wedding
- Line up bridal party
- Ensure bridal party is looking perfect before walking down the aisle.
- Assist in room flip
- Coordinate events and announcements throughout the reception. Giving heads up to parties involved to ensure organization

- Organize of the bridal party and guests for the grand entrance and exit
- Collect gifts, toasting flutes, cake cutter, guest book or sign in, unity candle & pictures and ensure they reach the proper vehicle or on-site hotel room
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PRICING SCHEDULE

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|--------------------------|---|
| Day of Wedding Package | Starting at: \$800 |
| Partial Planning Package | Starting at: \$1500 |
| Full Planning Package | Starting at: \$2500 |
| Other Services | Other fees and services on a per diem bases (Transportation management, RSVP and guest list, accommodations personal assistant for couple day of) |

NEXT STEPS

Let us bring your vision to life!

<http://alla.events>

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