



Say hello to the

SIGNATURE FIREFLY EXPERIENCE YOUR DESTINATION WEDDING PLANNING & DESIGN COLLECTION

A full hands-on, high-level planning and design experience for those super busy brides who don't have time to (or maybe don't want to) do too much of their planning on their own.

So you can have time to do what matters most to you.

Hello, I'm Monique, and thank you for inquiring with us! You are well on your way to a wedding dream come true and we cannot wait! Your vision along with our expertise will surely make this a celebration to remember; every detail is beautifully crafted with you in mind. There is no better way to start the beginning of the rest of your life!

This is what you've been waiting for... the most helpful, most involved, champagne-level service.

Where we are involved in every.single.detail.

So you may be wondering how this works?

Here's a brief look at what we call The Firefly Method:

The Virtual Coffee Date.

Or Happy Hour. Whichever you prefer.

We discuss pricing and ensure we're a good fit to provide you with the absolute best service throughout the planning process and on your wedding day.

This is where we get to know you on a deep personal level. What do you like? What rubs you the wrong way?

The contract will also be presented for your review. Upon review and approval of the contract, we sign the contract and collect a 50 % minimum retainer to secure your date and begin the planning and design process.

This is where we show you how the process works and what your Virtual Office looks like. All through a virtual or in-person coffee date or happy hour - because who doesn't like getting to know someone over a cup of joe or bubbly?

The Planning Phase.

Now that we know you better, we're going to point you in the right direction for who you should hire to be a part of your Wedding Day A-Team.

We don't want to just recommend anyone to you. We want to recommend the best of the best. The ones who fit your personality, style, and budget. It takes a village, and we want your village to be the best.

This is when we start - together - getting all the things done for your wedding. From when to mail out your Save the Dates to when to shop for a dress to when (and how) to complete your menu tasting... all the way down to packing for your honeymoon... we are here for you, guiding you through each step and making sure no stone is left unturned.

The Design Phase. The magic.

This is where we really get into the details of your design. This meeting is 7 months prior to your wedding. We discuss style, logistics, and important details. During our meeting, we will go showcase samples, select linens, and style inventory. After our meeting, you should walk away with a detailed vision of what to expect for your special day.

Upon approval of the design inspiration and estimate, we collect a 25% minimum retainer to secure rental and décor elements.

The Event Management Phase.

2-3 months out from your wedding, we're going to meet with you at your reception venue to go through every.single.moment. of your wedding day. We're going to ask a lot of questions. And we're going to take your answers and build out the perfect wedding day timeline. Of course- coordinating that timeline with all of those amazing vendors we helped you hire so that your wedding day is set up for absolute success.

**** Final Venue Manager Communication.***

We will collaborate on all the final details with your venue manager approximately 30 days prior to your wedding day.

The Event Production Phase.

Ohhhhh this is the week you've been waiting for. The one you've been dreaming of. This is when we fully take on the reins. Where we are hustling like our life depended on it, and you're sitting back, popping all the bubbly, and laughing with all of your friends.

We are triple-checking that all of your vendors know where to go, what to do, and when to be there. We're making sure your VIPs have our emergency number in case they have any questions. We are overseeing the set-up of every single item at your wedding. We're making sure your champagne flute is never empty. We're making sure your big day goes off without a hitch. All while doing so with a smile on our faces.

**** Showtime.***

On event day, just try to relax, and enjoy an unmatched "Firefly Experience" with your friends and family.

**** Post party.***

Our labor staff will return to break down and remove our decor.

You must appoint someone to remain until we have left to survey the venue and make sure it is as it should be by the venue's standards

WHAT DO YOU GET?

Here's a quick overview

This collection includes:

1. *Initial one-hour consultation via phone, in person before official booking. (A telephone consultation would suffice in order to practice social distancing)*
2. *Consultations and communication throughout the planning process via email, scheduled phone calls, and in-person meetings including site visits*
3. *Wedding Concierge services. As a part of this service we will run small errands for you before and after the wedding to include things such as picking up and returning a rented cake stand, picking up and returning rented attire, dropping announcements off at the post office the day after the wedding, delivering the bridal gown to be preserved after the wedding, etc. Reasonable notice must be given. Pick-up and return times and dates must be pre-discussed.*
4. *Budget review development and calculation (budget worksheet provided)*
5. *Your own personal Virtual Office with a very detailed (and - of course - customized Wedding Planning Checklist), Guest Tools, Seating Chart Tools, a Resource Library, and maybe a few other surprises are thrown in*
6. *Venue contracting and proposal presentation (brief on policies, procedures, set-up, and breakdown)*
7. *Provide and oversee all catering and venue schematics, diagrams & floor plans*
8. *Development of design concept, look & style, and creation of color pallet combinations*
9. *Guidance with the selection of floral design*

10. Referral and guidance with the bride's wedding gown, bridesmaids dresses, and groom's attire
11. Vendor recommendations, selection, management, and gathering of contracts and proposals
12. Scheduling and attendance of all meetings with vendors
13. Assist all vendors with their event needs and requirements to work venue
14. Schedule meetings and oversee the management of catering and banquet services
15. Review catering proposal and contract (food, bar, rentals, linens, chairs, dance floor, tables, and settings)
16. Event Design Services- a customized design proposal including floor plans, table-scape, lounge, floral, lighting, and draping design. **(does not include the costs for design elements)**
17. Coordinate and order all specialty rental and decor items. **(does not include the costs for design elements)**
18. Coordination with selecting & obtaining guests gifts and welcome carry-totes **(does not include the costs for materials)**
19. Review of all contracts and proposals
20. Wedding rehearsal direction and wedding day management include

***Wedding Day Management “Coordination”**

*A well-organized event and a lavish design make for one perfect day.
Starting at \$2,900* (Included with Complete planning and design).*

This collection includes:

- *Consultation interview*
- *Up to 10 hours Event Day Coordination*
- *Three (3) personal meetings with coordinator including:*
 - *Finalize minute-to-minute timeline including all formalities (final draft sent for approval week prior to event)*
 - *Assist in reviewing catering Banquet Event Order (final draft of BEO sent for approval week prior to event)*
 - *Assist with ceremony walking order and first-row seating (final diagram sent for approval week prior to event)*
 - *Review of all vendor services, their contracts, and responsibilities*
 - *Finalize transportation needs and inventory of all wedding items (final confirmation week of the event)*
 - *Finalize family and wedding party needs*
 - *Create and provide ‘final’ personal to-do checklist*
 - *Assist in seating chart preparation (final floor plan provided a week prior to event)*
 - *Touch base to pack and organize all wedding items to be brought to rehearsal (week of the wedding)*
- 3. *Final confirmation of details with venue coordinator (week of the event) One personal vendor meeting Final detail meeting with Caterer or Venue manager*

WHAT'S THE INVESTMENT?

Well... you could keep trying to do this on your own... trying to navigate Pinterest and Instagram, feeling your heart beat faster every time someone gives you their opinion about what you should or should not be doing, hoarding blog posts and how-to guides for reference... all while trying to juggle your job, school, life, family, friends, and hobbies...

Or...

You could have the help and expertise from someone who's been in this industry for years... who's planned and designed weddings and events with \$25K budgets to \$150K+ budgets...

...someone who serves as your vendor liaison, your Creative Director, your design guide, and your itinerary mastermind.

The average Firefly client spends \$7,750. Our 2023 Destination Wedding Planning collections start at \$6,000 or 10% of wedding budgets of \$75,000.00 or more.

So let's get the ball rolling and the party started! Email us at hello@fireflywed.com or call us at (843)790-4767 to give us all the lovely details. We look forward to hearing from you!

Happy Planning!

Monique