



WELCOME
TO
PLS COORDINATE



ABOUT PLS COORDINATE AND PATRICE

A Nashville native, Patrice headed west to Los Angeles to work in a career as a television producer and along the way, she fell in love with weddings. With her organized style, attention to detail and her quick on your feet thinking, she was able to take the tv producing skills and channel it into wedding producing. One of her close friends asked her to assist with her own wedding, and as the saying goes, the rest was history. Patrice headed back home to Nashville to start a family and couldn't shake the wedding bug that bit her. After helping a few more close friends with their own weddings, Patrice decided to put it all on the table and start PLS Coordinate.

WE ARE EXCITED FOR THE OPPORTUNITY TO WORK WITH YOU

Thank you for contacting us and for your interest in PLS Coordinate. Congratulations on your engagement and welcome to Wedding planning. Our goal is to make this process fun and stressless. We want you to be able to look back and say yes Wedding Planning was fun!

As a team we understand that the key to creating lasting memories is bringing your vision to life, which is highlighted through our work. From the decorations to your food choices, we ensure that your wedding provides a memorable and lasting day for you and your guest.

From the little details to big vendor selections we will insure that we tackle all of your must haves. And we promise to allow you to be a bride and just be in the moment. And oh, your guest will have a blast..

WHAT OUR CLIENTS HAVE TO SAY



"We cannot say enough good things about Patrice and her team. From our initial call, she was so easy to work with. She helped us ask the questions that we didn't know that we needed to ask. We were an out of state couple and were only able to visit twice before our wedding. She was so accommodating and made those specific times work. I felt more than comfortable taking her recommendations on all vendors since we couldn't meet with them all. She listened to all Our wishes and visions and made it come to life. While planning our wedding, Covid 19 happened. I was a wreck not knowing if we were going to have the wedding or how it would be altered, but Patrice stayed calm and helped find solutions. After planning, I didn't know that I could become more impressed, but the wedding day was above and beyond! The PLS team worked with all vendors and wedding party to make for the smoothest day - which is exactly what we wanted for our destination wedding. For all of our friends and family to enjoy and have quality time with each other. I was literally falling asleep while getting Our hair done - I was that relaxed! I had very high expectations about Our day, and with the help of Patrice, Our expectations were 1000% exceeded. It was the luxury wedding of Our dreams. If you're wondering if you need a planner/coordinator - you do and the one you need is Patrice!!

Courtney Talbott



I got married this weekend, and let me tell you that Patrice, Gina, and the team were an absolute godsend. In the weeks leading up to the wedding, Patrice was in regular contact with us; always asking if we needed anything; making sure that our ducks were in a neat row. Our friends jokingly called me The Zen Bride because I was so relaxed before the wedding. Our friends and family kept offering to help with wedding things, and it was so wonderful to be able to say, "Our coordinator has got this. All I need you to do is come eat, drink, and be merry." Don't even get me started on how relaxed Our mother was! Before the wedding, when I've seen other moms running around lighting candles and steaming tablecloths, Our mom was sitting in the getting ready room WITH HER FEET UP, reading a book.

Catherine



OUR PROCESS

During this process expect to get someone that is going to hold your hand and be your wedding day BFF.

We know how important it is to have your wedding planned without worrying about the tiny details. This is why all our packages include complete vendor management, so the only decisions you ever need to make is saying "Yes" or "No". We take care of the services, contracts and we could handle payments for you but that will be your choice. We will require a credit just for this case

We are different from other event planning companies in that we provide support where you need it most, as we realise that all our client's are different. For example, if you are a non-traditional couple and your focus is getting the best Instagram worthy photos, we will ensure that we work with a photographer who is less focused on getting the traditional shots, but who will go the extra step to get you those instagrammable photos.

You can feel free to ask any of our past brides and Learn we always have a few tricks up our sleeves. Our goal is to make all of your dreams and wishes come true no matter what efforts it takes to make it happen. I have flown out of state to get the right tablecloths. We go the extra mile no matter what.



FULL PLANNING

This package includes (but is not limited to) assistance with:

- Budget Template
- Personal Vendor Referral List according to your Needs After First Meeting
- Month by Month Timeline Designed to Assist You at the Start of Your Planning
- Wedding Day Design Guidance
- Negotiation of Vendors
- Wedding Planning Organization Templates to Assist You
- Unlimited Communication via Email and Phone
- Assigned Events Coordinator(s) for Your Wedding Day
- 12 hours on Wedding Day with the Coordinator(s) (additional hours available for fee)
- Review Vendor Deposits & Payments Due
- Stationary Design help or referral
- Transportation Coordination
- Guest Gift Basket Coordination & Delivery with Wedding Agenda
- Coordination of Bridal Party Lunch on Wedding Day(added fee)
- Room Block Coordination (available for fee)
- Marriage License Information
- Seating Chart and Floor Plan Design
- Venue Liaison & Review Banquet Event Orders
- Relay Final Head Count
- Up to Two One Hour Site Inspections at Ceremony and Reception venue (mileage invoiced at .55 per mile separately)
- Personalized Timeline of Scheduled Wedding Events
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Ceremony Rehearsal Coordination up to 1 ½ hours
- Bride and Groom "Good Morning" Check-in Call
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance (if needed at venue)
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Emergency Wedding Day Kit (if needed)
- Grand Entrance/ Departure Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc.)

Other weekend planning for additional fee.

\$4500 ++

PARTIAL



This package includes (but is not limited to) assistance with:

- Personal Vendor Referral List according to your Needs After First Meeting
 - Month by Month Timeline Designed to Assist You at the Start of Your Planning via google
 - Negotiation of Vendors
 - 3 Meetings with Couple
 - Unlimited Communication via Email and Phone
 - 10 hours on Wedding Day with the Coordinator(s) (additional hours available for fee)
 - Review Vendor Deposits & Payments Due
 - Coordination of Bridal Party Lunch on Wedding Day(added fee)
 - Room Block Coordination (available for fee)
 - Venue Liaison & Review Banquet Event Orders
 - Relay Final Head Count
 - Up to Two One Hour Site Inspections at Ceremony and Reception venue (mileage invoiced at 1.00 per mile separately)
 - Personalized Timeline of Scheduled Wedding Events
 - Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
 - Ceremony Rehearsal Coordination up to 1 ½ hours
 - Bride and Groom "Good Morning" Check-in Call
 - Location Set-Up & Coordination of Vendors
 - Guest Coordination and Assistance (if needed at venue)
 - Procession and Recession Coordination
 - Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
 - Distribute Final Payment & Gratuities to Vendors (paid by client)
 - Grand Entrance/ Departure Coordination
 - Post Reception Clean-up
- Other weekend planning for additional fee.

\$2800



MONTH OF COORDINATION

- Includes:
- 1 Day of Coordinators
- 1 Assistant
- 12 hours of coverage
- Start working a Month Before the Big Day
- Present for: Rehearsal, Pre-Ceremony, Ceremony, Reception, & Send off
- § Includes: Teardown if within 12 hrs or will have added hourly fee per person
- •A resource for all of your wedding related questions and concerns
- •Executing the wedding rehearsal on day before -day before rehearsal is optional is schedule permits or an add on fee
- •Create and distribute a “day-of” timeline and execute timeline within the last two weeks if your vendors need it before two weeks \$75 fee free for hour of prep
- •Introduction confirmation calls and texts with all vendors the week of the wedding to finalize and schedule change and timeline.
- ◦ Distribution of boutonnieres & corsages
- ◦ Overseeing set up and ensuring your vision is executed with excellence
- ◦ Managing/directing ceremony & reception entrances and exits
- ◦ Management of the day of timeline and cuing appropriate vendors/individuals for each scheduled item
- ◦ Unlimited communication including emails, scheduled phone calls & text.
- ◦ On-site visit and walk through / planning session.
- ◦ Create and distribute a “day-of” timeline and execute timeline
- ◦ Introduction confirmation calls and texts with all vendors the week of the wedding to finalize and schedule change and timeline.
- ◦ Communicate with on-site vendors and personnel during set up and wedding.
- ◦ Work closely with the wedding photographer to ensure timeline coordinates with photographer package.
- ◦ Ensure your wedding day runs smoothly and stays on schedule based off the master timeline.
- ◦ Work closely with DJ/music for ceremony, reception schedule.
- ◦ Make sure all vendors arrive on time to venue
- ◦ Communicate with bride/groom/wedding party/family members day of.
- ◦ Coordination of all the scheduled events on wedding day.
- ◦ Wedding Packet- Wedding Packet- Layout, Décor Plan, Timeline, contact details

\$1900++



- **§ Excludes: Teardown Management**

- ·A resource for all of your wedding related questions and concerns
- oTwo Step in to Assist with logistics and vendor questions.
- Executing the wedding rehearsal on day before -day before rehearsal is optional is schedule permits or an add on fee
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\$1350++



LIKE WHAT YOU SEE? SCHEDULE A CALL TO TALK ABOUT THE DETAILS

Partial Planning is \$2800
Full Planning Starts \$4500
Month of Starts at \$1900
Day of \$1350
Add on Design is \$500

Deposit: Just a reminder that 25% of the deposit is due to lock in your date.

If you would like to pay with a credit card please note there will be an added 3% fee.

Please let us/me know at your earliest convenience if you are interested in moving forward with booking PLS Coordinate for your wedding day. If you'd like us to hold the date for your event, you can let us know via phone or email, and we can put a tentative hold on your date without a signed agreement or payment for up to one week.

If you decide to move forward I will send over a contract for our services.

THANK YOU



Thank you for reaching out to PLS Coordinate, from our team!

Should you have any questions or concerns, please do not hesitate to contact us.

Best regards, and once again, congratulations!

Patrice Armstrong

Owner/Lead Planner

615.593.1066

plscoordinate@gmail.com

Schedule a call here: <https://calendly.com/plscoordinate/>