

Full Production

Starts at \$1,800



Full Production: A guaranteed professional Event coordinator in the background to answer questions, offer advice and coordinate the details & vendors on the day so you can sit back, relax, and enjoy your event!

Pre Event:

- ☐ Two in-person design & event consultations & venue walkthrough
- ☐ Supplying any needed vendor recommendations
- ☐ Vendor contract reviews
- ☐ General advice & consultation prior
- ☐ Constructing a detailed day timeline & finalizing floor plan
- ☐ Confirming all details with the appropriate vendors prior to the event day
- ☐ Facilitating any venue walk throughs with vendors

Event Day:

- ☐ 6 hrs. on-site with your coordinator allowing you to enjoy every moment of your event day without any worry of the details
- ☐ Coordinating & assisting with the setup
- ☐ Setup of any party favors & accessories such as signage, place cards, favors, etc.
- ☐ Acting as the point of contact for all vendors
- ☐ Assisting the hosts & guests as needed
- ☐ Distributing final payment and gratuity to vendors
- ☐ Dealing with any unforeseen hiccups
- ☐ Coordinate load-out
- ☐

Classic Package

Starts at \$2,100



Our month of package is a perfect option if you want to plan the majority of your wedding, but need a professional wedding coordinator in the background to answer questions, offer advice and coordinate the details on the wedding day so you can sit back, relax, and enjoy your wedding day!

Pre Wedding:

- ☐ Two in-person consultations & venue walkthrough
- ☐ Supplying any needed vendor recommendations
- ☐ Vendor contract reviews
- ☐ General advice & consultation prior
- ☐ Constructing a detailed wedding day timeline & finalizing floor plan
- ☐ Confirming all details with the appropriate vendors prior to the wedding
- ☐ Facilitating the ceremony rehearsal
- ☐ Custom Monthly Newsletter with wedding details & vendor information

Wedding Day:

- ☐ 15 hrs. on-site with your coordinator allowing you to enjoy every moment of your wedding day without any worry of the details
- ☐ Directing the ceremony processional
- ☐ Coordinating & assisting with the setup of the ceremony and reception
- ☐ Setup of wedding accessories such as guest book, place cards, favors, etc.
- ☐ Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- ☐ Acting as the point of contact for all vendors
- ☐ Assisting the family, wedding party and guests as needed
- ☐ Distributing final payment and gratuity to vendors
- ☐ Providing a stocked emergency kit
- ☐ Dealing with any unforeseen hiccups
- ☐ Coordinate load-out

In-Style Package

Starts at \$4,500



Our Partial Planning Package is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a Full Service Package. This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way.

Pre Wedding:

- ☐ Create wedding planning checklist & timelines
- ☐ 4 in-person consultations & venue walkthrough
- ☐ Supplying any needed vendor recommendations
- ☐ Vendor contract reviews
- ☐ Constructing a detailed wedding day timeline
- ☐ Negotiating + contracting any needed hotel room block
- ☐ Floor plan suggestions & venue design confirmation
- ☐ General advice & consultation
- ☐ Attendance at three final vendor meetings of the couples choice
- ☐ Confirming all details with the appropriate vendors prior to the wedding
- ☐ Facilitating the ceremony rehearsal
- ☐ Monthly Newsletter with wedding details & vendor information

Wedding Day:

- ☐ 15 hrs. on-site with your coordinator allowing you to enjoy every moment of your wedding day without any worry of the details
- ☐ Directing the ceremony processional
- ☐ Coordinating & assisting with the setup of the ceremony and reception
- ☐ Setup of wedding accessories such as guest book, place cards, favors, etc.
- ☐ Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- ☐ Acting as the point of contact for all vendors
- ☐ Assisting the family, wedding party and guests as needed
- ☐ Distributing final payment and gratuity to vendors
- ☐ Providing a stocked emergency kit
- ☐ Dealing with any unforeseen hiccups
- ☐ Coordinate load-out

Complete Package

Starts at \$7,250



Full Service Wedding Coordination packages are for the couple who want a full-time wedding professional overseeing every aspect of their wedding day or weekend. This wedding planning package includes (but is not limited to) assistance with:

Pre Wedding:

- ☐ Planning Timeline & Checklist
- ☐ Establish priorities, develop budget & tracking resources
- ☐ Ceremony & Venue Location
- ☐ Contract Review
- ☐ Vendor Management
- ☐ Create & Execute Design Scheme
- ☐ Assistance in all stationary (Save-the-Dates, Invitations, etc.)
- ☐ RSVP Tracking Resources
- ☐ Design & Source Wedding Favors & Accessories
- ☐ Coordinating accommodations, transportation & child care
- ☐ Marriage License Reminders
- ☐ Create Floor Plan and venue design
- ☐ Etiquette information
- ☐ General Advice & Consultation
- ☐ Unlimited meetings & Coordination Time
- ☐ Attendance at Vendor Meetings
- ☐ Confirming all details with the appropriate vendors prior to the wedding
- ☐ Facilitating the Ceremony Rehearsal
- ☐ Monthly Newsletter with wedding details & vendor information

Wedding Day:

- ☐ 15 hrs. on-site with your coordinator allowing you to enjoy every moment of your wedding day without any worry of the details
- ☐ Directing the ceremony processional
- ☐ Coordinating & assisting with the setup of the ceremony and reception
- ☐ Setup of wedding accessories such as guest book, place cards, favors, etc.
- ☐ Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- ☐ Acting as the point of contact for all vendors
- ☐ Assisting the family, wedding party and guests as needed
- ☐ Distributing final payment and gratuity to vendors
- ☐ Providing a stocked emergency kit
- ☐ Dealing with any unforeseen hiccups
- ☐ Coordinate load-out