



# The Social Butterflies



As Event Planners, Coordinators & Designers, we handle all details of your special celebration to create an exquisite experience for you and your guests. With the appeal of effortlessness & grace, we take our job very seriously and we are here to serve you with the utmost in professionalism and integrity. Therefore, we have a commitment to excellence, creativity, & diversity.

# Services Offered



ARRIVAL GIFTS

ITINERARIES

BALLOON DESIGN

LIGHTING & SOUND

BAND/DJ

PHOTOGRAPHY

BUDGET PLANNING

REHEARSAL DINNERS

CUSTOM BACKDROPS

RENTALS

DAY-OF COORDINATION

SHOWERS

DECOR SELECTION

SIGNAGE

DESSERTS

STATIONARY

ENGAGEMENT PARTIES

TENTING

FAVORS

TIMELINES

FLORAL

VENUE SELECTION

HAIR & MAKEUP

VIDEOGRAPHY

INVITATIONS

WELCOME RECEPTION

# Consultation Package

\$800

THIS IS FOR YOU IF YOU'RE FEELING OVERWHELMED AND NOT SURE WHAT YOUR NEXT STEPS ARE. YOU WILL GET ORGANIZATIONAL TOOLS, ADVICE ON BEST PRACTICES, TIMELINES & LOGISTICS, AND DESIGN CONSULTING. THIS PACKAGE DOES NOT INCLUDE DAY-OF ASSISTANCE.



Initial phone or in person consultation.

Vendor recommendations for 3 services.

Planning advice and etiquette to jumpstart creative process, includes: next steps, due dates, reminders, to-do's, and design brainstorming.



# Day Of Package

STARTING AT \$2,000

WHEN YOU'VE GOT YOUR PLANS SET, BUT YOU NEED SUPPORT WITH ORGANIZATION AND EXECUTION THE DAYS LEADING UP TO THE BIG DAY. THIS PACKAGE WILL GIVE YOU THE EXTRA HELP YOU NEED DURING CRUNCH TIME.



Initial phone or in person consultation.

Unlimited calls, emails and texts.

Create and confirm day of timeline with all vendors.

Act as point of contact for client.

Act as point of contact for all vendors.

Work with all vendors to ensure smooth transitions.

Venue Liaison.

Oversee and execute timeline.

Travel fee.

# Full Package

STARTING AT \$4,000

WHEN YOU'RE JUST STARTING OUT AND REALIZE YOU NEED HELP WITH, WELL, ALMOST EVERYTHING! FROM NAVIGATING VENDORS TO CONSULTING ON DESIGN, THIS PACKAGE WILL BRING YOUR VISION TO LIFE AND KEEP YOU FOCUSED ON ENJOYING THE PROCESS WHILE WE DO THE HEAVY LIFTING.



## BEFORE

Initial phone or in person consultation.

Unlimited communication and consultations.

Assistance with finding a venue: wedding ceremony, celebration, etc.

Timeline of events and reminders on deadlines.

Vendor recommendations matching budget and style.

Vendor communication including introductory contact with client, schedule and attend client/vendor meetings.

Vendor contact sheet.

Budget development and management.

Create and confirm day of timeline with all vendors.

Advice on all of best practices, including miscellaneous like stationary, attire selection, room blocking, wedding website and registry and more! Event design development including florals, color palette, linens, invitations, lighting, rental items, etc.

Review of design orders.

Planning advice and etiquette includes: next steps, due dates, reminders, to-do's, and design brainstorming.

Mock up presentation of table designs.





ON THE DAY OF

Day of decor delivery, set up and breakdown.

Venue Liaison.

Act as point of contact for couple.

Act as point of contact for all vendors.

Work with officiant to ensure smooth processional.

Ensure photographer gets requested shots.

Work closely with DJ and emcee to cue timing of  
entertainment.

Ensure smooth transitions from ceremony to cocktail  
hour to celebration.

Assign a delegate for removal of gifts, cards, and  
decor.

Oversee and execute timeline.

Travel fee.

# The Social Butterflies



Boston, MA

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EVENT PLANNING, COORDINATION, & DESIGN CO.

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