



# *Event Planning Services*



K&L EVENTS  
*Planning and Decor*

Its all in the Details

# Beyond "Day-of Coordination"

From the moment you say "Yes!" till the moment you say "I Do", we can help as much or as little as you need. For couples who enjoy the planning process but want an expert planner to handle the intricate details so you can focus on creating memories on your special day.

## From Day 1

- Unlimited emails from the time you book till the day you say I DO
- 2 in person planning Sessions (Includes initial meeting and walk through)
- up to 2 - 1 hour phone or zoom sessions
- Access to social tables if your venue supports it for floor plan creation
- Month to month checklist
- Vendor recommendation List
- Printable Wedding Planner Book
- Online payments with no fees
- Creation of Timeline and Final production details
- Final Venue Walk through/Planning Meeting
- Final Floor Plan and Décor Details
- Send Final timeline and floor plan details to Vendors (1-2 week Prior to event)
- Communicate with vendors with any questions over the final week
- 1 Hour Rehearsal with Coordinator or Assistant Coordinator

## Day of Wedding

- Oversee vendors arrivals, setup, and pickups
- Coordinator onsite for up to 10 hours Day of the event
- Help clients with following timeline, bustling, and any other help they need
- Provide essential "Emergency Bag" elements such as, stain wipes, sewing kit, first aid kit, etc...
- Setup all escort cards/place cards, menus, programs, & favors
- Set up Decor, Guest book table, Gift/Card Table, Welcome sign, Etc.
- Cue timeline for moments to include ceremony, grand entrances, speeches, cake cutting, etc...
- Aid guests with transitioning rooms and finding seats
- Distribute final payments and gratuities as necessary
- Clean up and ensure end of event arrangements are made for items such as gifts, guest book, toasting flute, etc
- A Day of assistant will be assigned if we feel the extra help is needed day of

Package Price

**\$1,489**

Tax and travel not included

*Retainer of \$500 to reserve date & Remaining Balance one month prior to Wedding*

# Partial Planning

For the couples who wants an expert guided hand through the planning process.  
We're here to help bring your vision to life.

## Planning Stage from day 1

- Unlimited emails from the time you book till the day you say I DO
- 3 in person planning Sessions (Includes initial meeting, planning meeting and walk through)
- up to 3 - 1 hour phone or zoom sessions
- Access to social tables if your venue supports it for floor plan creation
- Month to Month Checklist
- Vendor Recommendation List
- Venue and vendor scouting according to your budget and style (I will help get you proposals and communication prior to booking vendors)
- Sample Timeline provided and assistance creating your final day of Timeline
- Assistance with design using shared Pinterest boards
- Attendance to 2 vendor meeting couples choice (florist, catering, rentals, dj, etc.)
- Décor rental assistance (helping figure out quantities and needed items to rent)
- Send Final timeline and floor plan details to Vendors (1-2 week Prior to event)
- Communicate with vendors with any questions over the final week
- 1 Hour Rehearsal with Coordinator or Assistant Coordinator
- Online Payments with no fees
- Check with Vendors on arrival and departure times
- Printable Wedding Planner Book

## Day of Wedding

- Oversee vendors arrivals, setup, and pickups
- Coordinator for 10 hours Day of the event
- Assistance for set up up to 4 hours
- Help clients with following timeline, bustling, and any other help they need
- Provide essential "Emergency Bag" elements such as, stain wipes, sewing kit, first aid kit, etc...
- Setup all escort cards/place cards, menus, programs, & favors
- Set up Guest book table, Gift/Card Table, Welcome sign, Etc.
- Cue timeline for moments to include ceremony, grand entrances, speeches, cake cutting, etc...
- Aid guests with transitioning rooms and finding seats
- Distribute final payments and gratuities as necessary
- Clean up and ensure end of event arrangements are made for items such as gifts, guest book, toasting flute, etc.

Package Price

**\$2,699**

Tax and Travel not Included

*Retainer of \$650 to reserve date & Remaining Balance one month prior to Wedding*

# Full Planning

For the couple who either doesn't have time to plan every detail or wants an expert guided hand through the planning process. We're here to help bring your vision to life.

## Planning Stage from day 1

- Unlimited emails from the time you book till the day you say I DO
- 3 in person planning Sessions (Includes initial meeting, planning meeting and walk through)
- up to 4 - 1 hour phone or zoom sessions
- Monthly checks ins to help keep you on track
- Access to social tables if your venue supports it for floor plan creation
- Month to Month Checklist
- Vendor Recommendation List
- Venue and vendor scouting according to your budget and style (We will help get you proposals/quotes and keep communication throughout planning process)
- Budget tracker (client is responsible for providing the budget and overall cost of each vendor contract)
- Sample Timeline provided and creation of your final day of Timeline
- Assistance with design using shared Pinterest boards/Mood Board
- Attendance to any vendor meeting couples choice (florist, catering, rentals, dj, etc.)
- Décor rental assistance (helping figure out qualities and needed items to rent)
- Send Final timeline and floor plan details to Vendors (1-2 week Prior to event)
- Communicate with vendors with any questions over the final week
- 1 Hour Rehearsal with Coordinator
- Online Payments with no fees
- Check with Vendors on arrival and departure times
- Over view of contract
- Over view of invites and wedding website
- Printable Wedding Planner Book

## Day of Wedding

- Oversee vendors arrivals, setup, and pickups
- Coordinator for 12 hours Day of the event plus assistance for set up
- Post timelines and diagrams in getting ready rooms
- Help clients with following timeline, bustling, and any other help they need
- Provide essential "Emergency Bag" elements such as, stain wipes, sewing kit, first aid kit, etc...
- Setup all escort cards, place cards, menus, programs, & favors
- Set up Guest book table, Gift/Card Table, Welcome sign, Etc.
- Cue timeline for moments to include ceremony, grand entrances, speeches, cake cutting, etc...
- Aid guests with transitioning rooms and finding seats
- Distribute final payments and gratuities as necessary
- Clean up and ensure end of event arrangements are made for items such as gifts, guest book, toasting flute, etc.

STARTING AT

**\$4,250**

Tax and Travel not Included

*Retainer of \$800 to reserve date & Remaining Balance one month prior to Wedding*

## *Decor Set Up Only*

STARTING AT  
**\$699**

- Up to 4 Hours of Décor Set up
- 1 assistant to help with details
- Guest Book Table, Gift & Card Table
- Photo booth
- Dessert Table
- Table Décor such as napkins, flatware, glassware, plates, and any additional décor.
- Ceremony Aisle
- Signage, place cards, etc..
- NO Breakdown Included (Breakdown is additional)

ADD Breakdown is another \$300

## *Decor Rentals*

Pricing available on Website

- Table Number
- Votive Candle Holders
- Signage
- Card boxes
- Electric Candles
- Dessert Table Decor
- & much more

## *Let's Chat*

Contact us today! We  
can't wait to go over  
your wedding plans and  
start this planning  
journey together.



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*Planning and Decor*

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Its all in the Details