

Day of Coordination

\$1700.00

Pre-Wedding

- 6 Month Check in
- 3 Month Check in
- 1 Month Check in
- 2 Week Final Meeting
- Calls, emails, texts between 8am-6pm
- Creating timeline
- 1 Venue visit -Vendor/Reception Mapping (within 1 hour of Newberg)
- Full Wedding checklist
- Vendor introductions and communications after booking
- General Advice
- Confirming details with Vendors
- Directing Rehearsal

Wedding Day

- 9 hours on-site with coordinator/ assistant (pending size of event)
- Will take calls from client / Vendors from 8am till on site arrival
- Coordinate Vendor arrival
- Direct vendors for setup
- Direct vendors for tear down
- Directing ceremony
- Coordinating pinning of boutonnieres /bouquets
- Acting as the point of contact for all vendors
- Assisting the family, wedding party as needed
- Providing an emergency kit
- Dealing with any unforeseen hiccups
- Coordinate vendors drop offs and pick up
- Going over each guest table to ensure proper set up
-

ADD ON : 500.00 for complete setup or tear down / Must be added on by final meeting

Partial Planning

\$2500.00

Pre-Wedding

- 12 Month Meet/Greet
- 6 Month Check in
- 3 Month Check in
- 1 Month Check in
- 2 Week Final Meeting
- Calls, emails, texts between 8am-6pm
- Creating timeline
- Access to planning app.
- 1 Venue visit -Vendor/Reception Mapping (within 1 hour of Newberg)
- Vendor recommendation
- Full Wedding checklist
- Vendor Management and Communications after booking
- General Advice
- Confirming details with Vendors
- Directing Rehearsal

Wedding Day

- 11 hours on-site with coordinator/ assistant (pending size of event)
- Will take calls from client / Vendors from 8am till on site arrival
- Directing ceremony
- Coordinating Ceremony /Reception setup for décor
- Coordinating pinning of boutonnieres /bouquets
- Acting as the point of contact for all vendors
- Assisting the family, wedding party as needed
- Providing an emergency kit
- Dealing with any unforeseen hiccups
- Coordinate vendors drop offs and pick up
- Going over each guest table to ensure proper set up

ADD ON : 500.00 for complete tear down / Must be added on by final meeting

Full Planning and Design

\$ 3500.00

Pre-Wedding

- Unlimited pre- wedding consultations
- Unlimited texts calls and emails
- Creating timeline
- Access to planning app.
- Establishing priorities, developing/ tracking budget
- Finding Venue Location
- 1 Venue Visit -Vendor/Reception Mapping
- Finding Rehearsal Dinner location
- Vendor recommendations
- Vendor negotiations
- Vendor Contract review
- Full wedding check list
- Vendor management and communications before and after booking
- Creation and execution of a design scheme/ design board
- 1 Rental/ Showcase Visit (to pick out linens/rentals etc.)
- General advice and consultation
- Confirming details with vendors
- Directing Rehearsal
- Helping with seating chart

Wedding Day

- 14 on-site time with Coordinator and assistant
- Will take calls from client / Vendors from 7am till on site arrival
- Directing ceremony
- Coordinating setup
- Full setup of Head table
- Full setup of Ceremony
- Full setup of Reception
- Handing out checklist/ Maps to all Vendors
- Coordinating pinning of boutonnieres / bouquets
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Coordinate vendors drop offs and pickup
- Going over each guest table to ensure proper setup