

Packages We Offer:2023 & 2024

Minnie Winnie Day of Coordination/Event Management Package- \$795

1 Hour Complimentary Initial Consultation (completed prior to booking)

1 Hour Office Time: Custom Proposal & Contract building. [Contract is emailed for signing to activate our services once the retainer fee is collected.- again done prior to booking. Time starts once contract is signed]

In this Day of Coordination/ Event Management package, clients have done all the planning work and are simply hiring us to manage the day starting with the rehearsal. (Available Year Round)

2 Hours Cherry Creek Experience Content & Office Work:

- *Engagement
- *Who's What & Honor Party Info.
- *Useful Tips Tricks and Tools
- *Wedding Trends, Colors, Styles, & Themes
- *Using Pinterest Effectively
- *Vendor Recommendation Services
- *Request contracted vendor contact information
- *Review rehearsal details questionnaire for content

Welcome Box with Resources & materials

2- 1 Hr Consultations:

- *1st meeting- Onboarding Meeting: Tell us your plans & review your timeline
- *2nd meeting- Final Details- we will review your wedding from start to finish.

1 Hour Rehearsal

10 hours Day of Services by your assigned Event Manager

Total Package Hours: 15

Notes:

*Additional Hours billed at \$45/hr as needed. Added as needed.

* Kaloni (owner) does not service this package as it is not a planning package. Kaloni will complete the initial consultation for the onboarding process where she will meet the client and then will set up a meet 'n greet for the client to meet with the Day of Coordinator/Event Manager who will handle their day.

*Package does not include the \$100 Retainer Fee to reserve your date. This fee covers the back-end office paperwork of blocking out your day and securing staff.

Rhea Bell Basic Planning Package- \$1,240

1 Hour Complimentary Initial Consultation (completed prior to booking)

1 Hour Office Time: Custom Proposal & Contract building. [Contract is emailed for signing to activate our services once the retainer fee is collected.- again done prior to booking. Time starts once contract is signed]

3 Hours Cherry Creek Experience Content & Office Work:

- *1 Hour Onboarding Meeting- to get us started in the Planning Process

- *Engagement

- *Who's What & Honor Party Info.

- *Useful Tips Tricks and Tools

- *Wedding Trends, Colors, Styles, & Themes

- *Using Pinterest Effectively

- *Full Planning Timeline Checklist for the Client

- *Budget Tracker Sheet

- *Wedding Planning Journal Content

- *Vendor Recommendation Services

- *Request contracted vendor contact information

- *Review rehearsal details questionnaire for content

- *Create Processional Line Up Sheet

- *Build Rehearsal Timeline

- *Wedding Day Packing Checklist

- *Rehearsal Letter with Info.

Welcome Box with Resources & materials

2 Hrs. Cherry Creek Experience (You pick which 2 sessions you'd like- discussed at Onboarding Meeting)

1 Hour Timeline Planning

1 Hour Cherry Creek Office Work:

- *Timeline Construction

1 Hour Rehearsal

10 hours Day of Services- Coordinator & Assistant Coordinator

Total Package Hours: 18

*Additional Hours billed at \$45/hr as needed.

*Package does not include the \$100 Retainer Fee to reserve your date. This fee covers the back-end office paperwork of blocking out your day and securing staff.

Katie Amelia Partial Planning Combination Package- \$1940

4 Hours Cherry Creek Experience Content & Office Work:

- Engagement Guide Content
- Who's What & Honor Party Info. Content
- Useful Tips Tricks and Tools Content
- Wedding Trends, Colors, Styles, & Themes Content
- Full Planning Timeline Checklist for the Client
- Wedding Planning Journal Content
- Using Pinterest Effectively Guide
- Budget Tracker Sheet
- Vendor Contact for timeline clarification. Does not include verifying the order.
- Timeline Construction
- Vendor Recommendation Services
- Request contracted vendor contact information so we can call them to build the timeline
- Review rehearsal details questionnaire for content to build rehearsal plan
- Create Processional Line Up Sheet
- Build Rehearsal Timeline
- Rehearsal Letter with Info.
- Wedding Day Packing Checklist

Welcome Box with Resources

Basic Event Emergency Kit (bigger kit upgrades available)

1 Hour Onboarding Meeting- to get us started in the Planning Process

2 Hrs. Cherry Creek Experience (You pick which 2 sessions you'd like- discussed at Onboarding Meeting)

1 Hour Ceremony Planning Meeting

2 -1 Hour Reception Planning Meetings

1 Hour Timeline Planning

1 Hour Final Planning Meeting

2 Hours Cherry Creek Office Work:

*Vendor Contact for timeline clarification. Does not include verifying the order.

*Timeline Construction

1 Hour Rehearsal

14 hours Day of Services- Coordinator & Assistant Coordinator

- 1 Day of Coordinator/Event Manager & 1 Coordinating Assistant 10 am - Midnight
 - Arrive on-site & double check all items for set up are present
 - Basic Setup: See Below for Details
 - Welcome Client & wedding party to venue, show where they need to go
 - Day of Rehearsal (if desired. Can do a separate run through for each party or one together as couple decides)
 - Welcome and assist vendors
 - Line Up wedding party for ceremony procession & guide process
 - Execute Timeline
 - Basic Clean Up: we clean up what we set out. Does not include bussing tables

1 Hour Follow up Content after the wedding.

30 hour package

Basic Set Up Details:

- Placing of runners/overlays onto guest tables & head table/sweetheart table
- Placing of centerpieces on tables
- Placing signage where it needs to go on tables, etc.
- Hanging aisle markers (if applicable)
- Draping the ceremony space and hanging flowers if needed
- Place the welcome table content: sign in, pictures, etc.

*Does not include the setup of Tables, chairs, linens, or decorative furniture (ie: couches, stumps, jump houses, etc.)

*Additional Hours billed at \$45/hr as needed.

Riverside Pines Package- For Riverside Pines Brides Only- \$1700

14 hrs: 1 Day of Coordinator & 1 Coordinating Assistant 10 am - Midnight

- Arrive on-site & double check all items for set up are present
- Basic Setup: See Below for Details
- Welcome Client & wedding party to venue, show where they need to go
- Day of Rehearsal (if desired. Can do a separate run through for each party or one together as couple decides)
- Welcome and assist vendors
- Line Up wedding party for ceremony procession & guide process
- Execute Timeline
- Basic Clean Up: we clean up what we set out.

Day of Coordinator Pre-Planning:

4 Hours Cherry Creek Experience Content & Office Work:

- Engagement Guide Content
- Who's What & Honor Party Info. Content
- Useful Tips Tricks and Tools Content
- Wedding Trends, Colors, Styles, & Themes Content
- Using Pinterest Effectively Guide
- Budget Tracker Sheet
- Vendor Contact for timeline clarification. Does not include verifying the order.
- Timeline Construction
- Vendor Recommendation Services
- Request contracted vendor contact information so we can call them to build the timeline
- Review rehearsal details questionnaire for content to build rehearsal plan
- Create Processional Line Up Sheet
- Build Rehearsal Timeline
- 1 Hour Timeline & Final Planning Meeting
- Welcome Box with Resources
 - Full Planning Timeline Checklist for the Client
 - Wedding Planning Journal Content
 - Wedding Day Packing Checklist
 - Rehearsal Letter with Info.
 - Basic Event Emergency Kit (bigger kit upgrades available)
 - More!

Basic Set Up Details:

- Placing of runners/overlays onto guest tables & head table/sweetheart table
- Placing of centerpieces on tables
- Placing signage where it needs to go on tables, etc.

- Hanging aisle markers (if applicable)
- Draping the ceremony space and hanging flowers if needed
- Place the welcome table content: sign in, pictures, etc.

*Does not include the setup of Tables, chairs, linens, or decorative furniture (ie: couches, stumps, jump houses, etc.)

*Additional Hours billed at \$45/hr as needed.