

# BOIZELLE AFFAIRES

EVENT PLANNING

*Services Guide*



## *Comprehensive Planning & Design*

A comprehensive approach to the planning and design process – we are with you every step of the way, from the beginning. After understanding your vision and priorities, we create an event budget, conduct a venue search, and help you find the perfect setting for your celebration. We curate a list of vendors that meet your needs and propose cohesive décor elements across all event materials.

**STARTING AT \$10,000**

### *Includes the following:*

- Venue selection & management
- Vendor selection & management
- Budget creation & guidance
- Proposal review & contract advice
- Cohesive event design
- RSVP management (if necessary)
- Ceremony & reception timeline
- Ceremony rehearsal coordination
- Day-of execution with two assistants

### *Additional add-ons:*

- Rehearsal dinner planning & coordination
  - Guest welcome experience
  - Management of hotel room block
  - Morning after brunch
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## *Partial Planning*

Completely custom and curated just for you, our partial planning package picks up where you left off! Whether you started planning and find yourself overwhelmed by the options, or realize you need a little more help securing vendors and solidifying design than you initially anticipated, we're happy to come alongside you in the planning process to ensure your vision is implemented flawlessly.

**STARTING AT \$6,000**

*Includes the following:*

- Vendor selection & management
- Budget guidance
- Design guidance
- Contract review
- Ceremony & reception timeline
- Ceremony rehearsal coordination
- Day-of execution with two assistants





## *Coordination*

You plan, we execute. Coordination begins six weeks out when we receive all of your vendor contracts for review. From there, we curate your custom timeline and help you tie up any loose ends you're needing to finalize ahead of your wedding. We conduct a final walkthrough at your venue, coordinate your rehearsal and are there on your special day to make sure everything goes smoothly. We are available throughout your planning process for ad hoc advice.

**STARTING AT \$2,500**

*Includes the following:*

- Preferred vendor list
  - Contract review
  - Vendor confirmation
  - Ceremony & reception timeline
  - Venue walkthrough
  - Ceremony rehearsal supervision
  - Day-of execution with one assistant
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*Thank You!*

Photos by Aberrazioni Cromatiche Studio & Kyla Jeanette

