

Are you dreaming of a breathtaking wedding, a romantic anniversary, a spectacular bridal or baby shower, or just simply celebrating life? Do you want to see your vision of the perfect day brought to life with little stress? Each family's special moments, big or small, are so important to you and with me by your side you are free to do just that - spend time with the ones you love!

Everlasting Moments will be there to guide you through one of the happiest days of your life and make sure even the smallest detail is brought to life on your special day allowing you to enjoy the process every step of the way!



About Us

I've always had a deep passion for organizing and planning which is why I chose to start my own Event Planning business. I knew at a young age being a Special Events/Wedding Planner is a dream I wanted to pursue.

I have experience with a variety of budgets and styles. One of my favorite trends is Rustic Style Weddings after planning my niece's wedding.

Do you need to plan an event? All you need is the perfect Event Planner. I am experienced, detailed, creative, easy to work with, reasonable and would love to plan your next event and strive to make it memorable.



"The Most Successful Event Is The One That Achieves Your Dreams and Exceeds Your Expectations"



Weddings & Celebrations

Jackie Gilson
919-527-4957

everlastingmomentsbyjackie@gmail.com

Wedding Package

(Package starts at \$3500)

- * Complimentary Initial Consultation
- * Assist with budget determination and provide breakdown as needed.
 - * Discussion of theme, style, and complete wedding design.
 - * Ceremony and Reception Floor Plan Creation.
 - ** Assist with Creation of all Printed Materials.
 - * Create Wedding Ceremony and Reception Timelines.
- * Detailed setup of all Wedding Elements not handled by a specific Vendor (Favors, Guest Book, Table Cards, etc.)
 - * Complete Wedding Day Availability including setup.
- * Unlimited Phone, Email or Text Communication throughout your planning process.
- * Recommended in person meetings to review: Timeline Creation, Venue Walkthrough and Final Meeting to review details.
 - * Vendor Coordination to ensure flawless execution.
- * Direct Point of Contact for all Vendors, Family Members and Wedding Party on Day of Wedding.
- * Attend Vendor appointment via zoom or in person. (if local)
 - * Create and Manage a Monthly to Do List.
 - * Coordinate transportation to and from the venue.
- * Assist with cleanup of personal items - including having them packed in designated vehicle at the of the night.
 - * Payment Reminders and Schedules for Vendors.
 - * Coordination of Ceremony Rehearsal.
 - * Create a weather contingency plan.
- * Coordination of Hotel Room Block for guests. (if needed)
 - * Serve as a Personal Assistant to the couple.
- * Provide options for extras such as Send Off, Programs.
- * Assist with Photography Timeline to help run smoothly.
 - * Custom Printed "Welcome" signage.
- * Assist with Save the Date and Invitation Assembly.
 - * Assist with Guest List tracking

** Each Wedding Package includes a video creation slideshow of your Special Day.



Add-Ons

- * Rehearsal and Dinner Coordination
 - * Post Wedding Brunch for Day after Wedding
 - * Hotel Welcome Bags
- (You select and order the goodies and we will build the bags and drop them off at the hotel for your guests.)

Partial Wedding Package

(Package starts at \$2500)

- * Complimentary Initial Consultation
- * Assist with Budget
- * Recommend Ideas for and setup of Wedding Decor
- * Create Wedding Day Timeline
- * Unlimited Contact via phone or email
- * Review all Vendor Contract and Floor Plans
- * Final walk through of Venue
- * Coordinate Rehearsal
- * Point of Contact for Day of Wedding
- * Vendor Payment Schedule Reminders
- * Custom printed "Welcome" signage



Day of Wedding Package

(Package starts \$1200)

- * Unlimited On-Site Management
- * Initial Consultation
- * Venue Walkthrough before wedding
- * Assist with Setup/Breakdown of Wedding Decor
- * Create Wedding Day Timeline
- * Coordinate Rehearsal
- * Coordinate Ceremony and Reception
- * Unlimited contact via phone or email
- * Point of Contact for Day of Wedding
- * Handle any unexpected surprises
- * Review all Vendor Contracts

