



Wedding Planning Packages



www.prismaeventsllc.com

hooray!



Your first step is done! "Contact Wedding Planner" can be checked off the list! What? You don't have a wedding planning checklist yet? No worries! That's why you're here!

Even if you already DO have a planning checklist, we promise to give you the best support we can, at just the speed you need. While you are waiting to fall in love with us (and us with you!) here is an overview of our packages to help get you prepared for your no-obligation consult with Prisma Events.



Every Prisma Events Planning Package Includes:

- FREE Initial Consultation
- Unlimited call and email support
- Personalized online Event Management Portal through Aisle Planner - included features:
 - event planning checklist of to-do items by timeline and category
 - guest list management including RSVPs, table assignments, dietary restrictions, etc
 - event room diagrams and layouts including necessary set up notes and instructions for your vendors and rentals
 - contract management including housing signed agreements, vendor contact information, invoices, payment due dates and reminders, balances due, and more
 - comprehensive budgeting tool to manage collected invoices and estimated payments and category allocations
- Vendor referrals (we only work with the best!)
- Oversee event planning checklist with monthly check-ins
- Final event walk-through with your venue, caterer, and other necessary vendors
- Detailed Event Packet including day-of timeline, floor plans, vendor checklist, set up checklist, rental orders, and final guest list with seating assignments
- Confirmation with each vendor for timeline, load in, set up, and tear down, contingency plans
- Ceremony Rehearsal assistance*
- Lead Coordinator and one Event Assistant* with no time limits
- Work in conjunction with on-site Venue Coordinator and vendor leads
- Handle personal decorating and decor placement details
- Access to Prisma Events Rental Catalog
- Make sure event runs on time and according to your contracts to maximize your party!
- Fully stocked emergency kit for day-of event
- Preferred Vendor and affiliate discounts and coupons

sempre {forever}

full service planning + design



It's been a long time coming. The knee, the ring, the tears, the excitement! Just got engaged? Let's get planning! Take a deep breath. We promise it's not as overwhelming as it seems. We will be there to meet every vendor, inspect every napkin, tell everyone when to walk, and watch you ride off into the sunset at the end of an epic party.

This complete planning package is ideal for you - the couple who already has a lot on their plate (I mean, who needs a full time job, right?), has no idea where to start, and needs someone to hold your hand. We've got you! If you have yet to begin planning and are looking for full coordination and support through the design process, we've got you.

Specific package details include:

- Signature Prisma Events Design Package
- Unlimited use of in-house decor rental catalog
- Ceremony and Reception Venue research and selection assistance
- Vendor referral and contract negotiations
- Arrange and attend all vendor meetings
- Budgeting assistance and tracking
- Hotel block reservation sourcing and management of booking links

leale {loyal}

partial planning + design



You have the vision. The venue is booked, engagement photos done, save-the-dates sent. But now's there are a few holes you need help filling! This partial planning package is just right for you - the couple that has begun planning but needs someone to pick up where you left off with the detailing, finalizing, and organization. Great job! You were able to get all the big things done and now we can give it the once-over, give you those last few vendor recommendations, and be there until you take your last sip of champagne!

This package starts when you fall in love with us and trust us to come on your journey with you - oh and includes assistance through to the end. *Must have venue and at least 3 other vendors already booked for partial planning package.

Specific package details include:

- Signature Prisma Events Design Package
- \$100 credit towards in-house decor rental catalog
- Four scheduled meetings with Event Planner
- Vendor referral and contract negotiations
- Arrange and attend all vendor meetings
- Budgeting assistance and tracking
- Hotel block reservation sourcing and management of booking links

affetto {affection}

wedding management



Congrats! You put in a lot of hard work to choose your perfect vendors, pick your flowers, taste the cake, and decide on the little details. What's left? Someone to manage it all! That's where Wedding Management comes in. What's Wedding Management? Well let's be honest - "day-of coordinating" really isn't a thing. Think of this as a month-of package where look at what you've put together, cross all the T's and dot all the I's so you can relax and enjoy your party!

This package really picks up 6-8 weeks prior to your wedding date and includes assistance through to the end.

Specific package details include:

- Detailed review of your booked vendors and contracts
- Two scheduled meetings with Event Planner
- Access to in-house decor rental catalog (rental prices not included with package)

THE SIGNATURE

design package

It's all in the details, right? Well here's where those details start to come together. In our signature Design Package, we start by taking a deep dive into your Pinterest page (or that overstuffed binder you've been hiding from your fiancé), and pull out the pieces that you really love. We ask lots of questions, look at lots of photos, and get real giddy when we know we're on the right track! Next thing you know, your wedding design is underway and now we can make those ideas come to life!

Included in the Design Package:

- two hour comprehensive design meeting
- creation of color palette and overall design inspiration board
- rental showroom visit
- manage rental order



The Design Package is included with Sempre and Leale Packages and can be added on to the Affetto Package for \$750

destination weddings



About half of our clients every year live somewhere other than Colorado. Why do they choose these majestic hills to get married? All kinds of reasons! Whether you used to call it home, have family here now, or just love it as much as we do, then you can't really beat a colorful Colorado wedding.

From Denver to Vail, Breckenridge to Boulder, Colorado Springs to Estes Park - we've got you covered and can offer you the best venues and vendors. Our destination wedding package is white glove service to make your long-distance wedding planning as stress-free as possible. We really pull out all the stops on this one and treat you like royalty. Let us handle all the details. We'll keep you in charge of your event, but let us handle the heavy lifting. If you are coming to the Rockies to get married, you want this package, and you want us taking care of you.



elopements

If all this is a little overwhelming and you are looking for your day to be intimate and personal, we can absolutely do that for you too. Scale it back, keep it simple and elegant, and have a day that really is just about the two of you. We are pleased to offer Colorado elopement planning for groups under 15 guests.

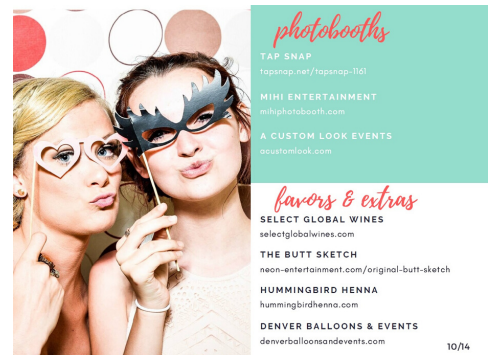


Our custom elopement planning package will include ceremony site selection, one floral bouquet, one boutonniere, private dinner reservations, officiant, photographer, and many add-on options are available to personalize your unique experience.

Contact us today for your complimentary consultation on creating the perfect backdrop for your nuptials.

preferred vendor list

We work with the best of the best so we know that your event is going to run smoothly. We provide you with a preferred vendor list to guide you to reliable, trustworthy, hardworking, (and our favorite) event professionals.

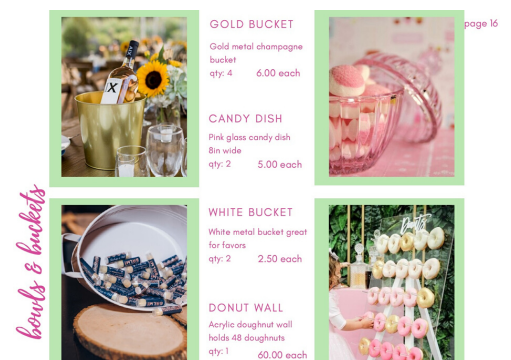
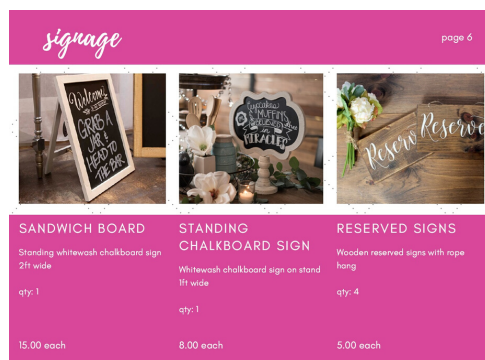


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rental catalog

Those little details can start to add up! So over the years, we've curated a catalog of thoughtful and modern decor rental items not only to save you a little dough but to make it easy to find and choose the small items that will complete your design.

Our Sempre package includes unlimited use of rental and Leale includes \$100 credit.



Let's Get Planning!

1. Book your **free** consult!

2. **Pick** your package!

3. **Relax** and **enjoy** the ride!

Your wedding is a monumental celebration! Don't let unanswered questions, misguided information, and your neighbor down the street influence your decisions for your day. We're here to be your sounding board, to really hear your visions, and keep you on the right track. You won't be scrambling to plan and you won't be left with questions when you work with us.

You said yes to each other now say yes to us! You'll be able to truly enjoy your day when you know you have a trusted team running everything behind the curtain. We give you all the tools to plan for everything (yes, everything), so that you can relax, enjoy your champagne, and let us gently guide you through the biggest day of your life up to this point.

Congratulations on your engagement! We can't wait to work with you and help you tell your love story. Book your consult today!

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