



Wedding Package Overview

Full Day-Of Coordination \$800

For the couple who has completed their planning (or plans to do so) and is looking for a Wedding Day Coordinator to execute their vision. This package allows couples to relax and be a guest at their own wedding! Includes organizational guidance for the day's events and details, online checklists, timelines, guest tracking, and seating chart, vendor coordination and management, wedding rehearsal coordination, and presence before, during, and after your wedding to coordinate and manage everything we've talked about.

Ceremony OR Reception Only Coordination \$450

For the couple who has completed their planning (or plans to do so) but needs help managing just one aspect of their wedding day. Includes organizational guidance for the ceremony OR reception, online checklists, timelines, guest tracking, vendor coordination and management, and presence before, during, and after your ceremony OR reception to coordinate and manage everything we've talked about.

Partial Wedding Planning PLUS Day-Of Coordination \$1,300

For the couple who has most of their wedding planned but needs more advice and guidance throughout their time planning the perfect wedding. Includes everything in Full Day-Of Coordination plus I can also help with some vendor recommendation/research and hiring, and event ideas. Sometimes you just need that go-to person that you know you can count on during those tough planning months and get things managed that you're overwhelmed by, have been avoiding, or don't just want to deal with. Also includes online budget management tools and design studio to help you visually define each aspect of your day.

Full Wedding Planning PLUS Day-Of Coordination \$2,300

For the couple who wants a professional to manage every aspect of the planning process. Includes everything in Full Day-Of Coordination plus complete wedding planning management, venue scouting, vendor recommendation/research and hiring, creation and execution of a design scheme, Assistance in ordering save-the-dates, wedding invitations and all printed materials, online budget management tools, design studio to help you visually define each aspect of your day, and a wedding website set up by me.

*Please see the following pages for additional
package details and inclusions*



A la Carte Add On Services

Additional Day-Of Coordinator \$250

An assistant on-site day-of coordinator at your event. Required for weddings with separate ceremony and reception locations and for all events with over 200 guests.

Additional Wedding Event Planning & Management \$300

Have me plan and manage an additional event for you! This could be your rehearsal dinner, reception after party, day after brunch, or another event you would like to have taken off of your plate.

Wedding Website & Set Up \$50

Your very own corner of the internet to share your love story, all of the wedding details, room block information, travel tips & sights to see for your guests. Send me your photos, story, guest accommodations, and registry details and I'll take care of setting everything up.

**This is included with Full Wedding Planning

Event Website & Set Up \$50

Your very own corner of the internet to share all of the details of your event. Send me your photos, event story, guest accommodations, travel information, directions, registry details, etc. and I'll take care of setting everything up.

RSVP Management \$100

Let me keep track of managing all of your RSVPs. Send me your guest list and I will upload everything into my guest management software. You can also send /drop off your RSVP cards to me and I will input responses into my online software.

Event Set Up / Clean Up Services \$75/hour

Additional time setting up, decorating, or cleaning up outside of the regular scope of work. Details will be worked out during pre-event meetings to ensure accurate time estimates. Billed at \$75 per hour.

Also Available:

- Pick Up Or Return Of Rental Items
- Gift Transportation & Delivery
- Assembly / Delivery of Out-Of-Town Guest Gift Bags
- Assistance Designing & Ordering Print Materials
- Assembling & Sending Invitations

Don't see what you need? Ask! We will do our best to accommodate



Wedding Package Details

Full Day-Of Coordination \$800

Preparation for wedding day:

- Minimum three pre-wedding meetings via video chat or in person (your preference) where we will talk through the details of your wedding ceremony and reception
- Unlimited consultations via email/telephone/text
- Visit to the ceremony and the reception site prior to the wedding
- Organizational guidance, timeline development, and ideas for the day's events and details
- Review of all your vendor contracts as needed to make sure all aspects your wedding are covered
- Contacting all vendors a week or more before your event to confirm arrival and services
- Provide a detailed timeline to suppliers/service providers and bridal party

Rehearsal:

- Wedding rehearsal coordination the day before your wedding (or at the time of your choosing)
- Develop & distribute Wedding Day Itinerary to be given to members of the wedding party at the rehearsal

Wedding Day:

- Up to 10 hours of personal service on your wedding day
- Oversee venue set up (both ceremony and reception site), making sure ceremony and reception are set to perfection; Fixing any issues that may come up
- Vendor coordination and management, per your instructions – this includes greeting and directing all vendors as they arrive for your event, communicating during the event to make sure things run on time, and being the point of contact for questions throughout your event so that you aren't bothered during your special day
 - Oversee ushers, guest book attendants, parking attendants, etc.
 - Coordinate entertainment and all announcements/events during reception
- Manage wedding party – keeping everyone on time and in the right place at the right time
- Placement and management of your special items for the day – ceremony pieces such as communion elements, rings, marriage certificate, cake cutting utensils, toss bouquet, etc.
- Organization and distribution of all personal flowers to wedding party, family members, and special guests
- Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony
 - Make sure that all members of the wedding party are looking picture perfect
 - Properly line up processional & cue musicians
- Movement of key elements from ceremony to reception including floral arrangements, guestbook, gifts, décor, etc.
- Monitor wedding gifts/cards, moving items to a secure location as necessary
- Distribute final payments & gratuities as needed to vendors
- Arrange for your personal items to be packed up and given to a designated family member, room, and/or vehicle at the end of the night
- Coordination of your grand exit at the end of the night
- Oversee event clean-up to ensure everything is placed securely or goes with the correct person
- Provide Bridal Emergency Kit – Band-Aids, Neosporin, Tweezers, Nail file, Mints/tic tacs, Sewing kit, etc.

**An assistant wedding coordinator will be required at an additional fee (\$250) if ceremony and reception are in two different locations so that someone is there to greet and guide your vendors at the reception site while another is coordinating the ceremony or if your guest count is greater than 200.



Wedding Package Details

Ceremony Only Coordination \$450

Preparation for wedding day:

- Minimum three pre-wedding meetings via video chat or in person (your preference) where we will talk through the details of your wedding ceremony and reception
- Unlimited consultations via email/telephone/text
- Visit to the ceremony site prior to the wedding
- Organizational guidance, timeline development, and ideas for the ceremony's events and details
- Review of all your vendor contracts as needed to make sure all aspects your ceremony are covered
- Contacting all vendors a week or more before your event to confirm arrival and services
- Provide a detailed timeline to suppliers/service providers and bridal party

Rehearsal:

- Wedding rehearsal coordination the day before your wedding (or at the time of your choosing)
- Develop & distribute Wedding Day Itinerary to be given to members of the wedding party at the rehearsal

Wedding Day:

- Oversee venue set up making sure ceremony is set to perfection; Fixing any issues that may come up
- Vendor coordination and management, per your instructions – this includes greeting and directing all vendors as they arrive for your event, communicating during the event to make sure things run on time, and being the point of contact for questions throughout your event so that you aren't bothered during your special day
- Oversee ushers, guest book attendants, parking attendants, etc.
- Manage wedding party – keeping everyone on time and in the right place at the right time
- Placement and management of your special items for the day – ceremony pieces such as communion elements, rings, marriage certificate, etc.
- Organization and distribution of all personal flowers to wedding party, family members, and special guests
- Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony
 - Make sure that all members of the wedding party are looking picture perfect
 - Properly line up processional & cue musicians
- Monitor wedding gifts/cards, moving items to a secure location as necessary
- Distribute final payments & gratuities as needed to vendors
- Arrange for your personal items to be packed up and given to a designated family member, room, and/or vehicle at the end of the ceremony
- Oversee ceremony clean-up to ensure everything is placed securely or goes with the correct person
- Provide Bridal Emergency Kit – Band-Aids, Neosporin, Tweezers, Nail file, Mints/tic tacs, Sewing kit, etc.

**An assistant wedding coordinator will be required at an additional fee (\$250) if your guest count is greater than 200.



Wedding Package Details

Reception Only Coordination \$450

Preparation for wedding day:

- Minimum three pre-wedding meetings via video chat or in person (your preference) where we will talk through the details of your wedding reception
- Unlimited consultations via email/telephone/text
- Visit to the reception site prior to the event
- Organizational guidance, timeline development, and ideas for the reception's events and details
- Review of all your vendor contracts as needed to make sure all aspects your reception are covered
- Contacting all vendors a week or more before your event to confirm arrival and services
- Provide a detailed timeline to suppliers/service providers and bridal party

Wedding Day:

- Oversee venue set up, making sure your reception are set to perfection; Fixing any issues that may come up
- Vendor coordination and management, per your instructions – this includes greeting and directing all vendors as they arrive for your event, communicating during the event to make sure things run on time, and being the point of contact for questions throughout your event so that you aren't bothered during your special day
 - Coordinate entertainment and all announcements/events during reception
- Manage wedding party – keeping everyone on time and in the right place at the right time for entrances, toasts, etc.
- Placement and management of your special items for the day – cake cutting utensils, toasting flutes, toss bouquet, etc.
- Monitor wedding gifts/cards, moving items to a secure location as necessary
- Distribute final payments & gratuities as needed to vendors
- Arrange for your personal items to be packed up and given to a designated family member, room, and/or vehicle at the end of the night
- Coordination of your grand exit at the end of the night
- Oversee event clean-up to ensure everything is placed securely or goes with the correct person
- Provide Bridal Emergency Kit – Band-Aids, Neosporin, Tweezers, Nail file, Mints/tic tacs, Sewing kit, etc.

**An assistant wedding coordinator will be required at an additional fee (\$250) if your guest count is greater than 200.



Wedding Package Details

Partial Planning & Coordination \$1,300

Preparation for wedding day:

- Various pre-wedding meetings via video chat or in person (your preference) where we will talk through the details of your wedding ceremony and reception
- Unlimited consultations via email/telephone/text
- Wedding planning timeline preparation and creating a wedding checklist
- Provide online budget tracking software to keep budget on track
- Assistance developing and executing a design scheme with use of online design studio
- Vendor research, recommendations, negotiations, and bookings for a maximum of three (3) vendors
 - Attendance at these vendor meetings
- Your choice of two (2) of the following items:
 - Pick Up Or Return Of Rental Items (clothing, linens, place settings, etc. Nothing that requires machinery to lift or transport)
 - Gift Transportation & Delivery
 - Assembly / Delivery of Out-Of-Town Guest Gift Bags
 - Assistance Designing & Ordering Print Materials
 - Assembling & Sending Invitations
 - Assistance assembling DIY décor elements
- Review of all your vendor contracts as needed to make sure all aspects your wedding are covered
- Contacting all vendors a week or more before your event to confirm arrival and services
- Provide a detailed timeline to suppliers/service providers and bridal party

Rehearsal:

- Wedding rehearsal coordination the day before your wedding (or at the time of your choosing)
- Develop & distribute Wedding Day Itinerary to be given to members of the wedding party at the rehearsal

Wedding Day:

- Up to 12 hours of personal service on your wedding day
- Oversee venue set up (both ceremony and reception site), making sure ceremony and reception are set to perfection; Fixing any issues that may come up
- Vendor coordination and management, per your instructions – this includes greeting and directing all vendors as they arrive for your event, communicating during the event to make sure things run on time, and being the point of contact for questions throughout your event so that you aren't bothered during your special day
 - Oversee ushers, guest book attendants, parking attendants, etc.
 - Coordinate entertainment and all announcements/events during reception
- Manage wedding party – keeping everyone on time and in the right place at the right time
- Placement and management of your special items for the day – ceremony pieces such as communion elements, rings, marriage certificate, cake cutting utensils, toss bouquet, etc.
- Organization and distribution of all personal flowers to wedding party, family members, and special guests
- Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony
 - Make sure that all members of the wedding party are looking picture perfect
 - Properly line up processional & cue musicians
- Movement of key elements from ceremony to reception including floral arrangements, guestbook, gifts, décor, etc.
- Monitor wedding gifts/cards, moving items to a secure location as necessary
- Distribute final payments & gratuities as needed to vendors
- Arrange for your personal items to be packed up and given to a designated family member, room, and/or vehicle at the end of the night
- Coordination of your grand exit at the end of the night
- Oversee event clean-up to ensure everything is placed securely or goes with the correct person
- Provide Bridal Emergency Kit – Band-Aids, Neosporin, Tweezers, Nail file, Mints/tic tacs, Sewing kit, etc.

**An assistant wedding coordinator will be required at an additional fee (\$250) if ceremony and reception are in two different locations so that someone is there to greet and guide your vendors at the reception site while another is coordinating the ceremony or if your guest count is greater than 200.



Wedding Package Details

Full Planning & Coordination \$2,300

Preparation for wedding day:

- Various pre-wedding meetings via video chat or in person (your preference) where we will talk through the details of your wedding ceremony and reception
- Unlimited consultations via email/telephone/text
- Vendor research, recommendations, negotiations, and bookings
- Attendance at vendor meetings
- Ceremony + reception venue location scouting and booking
- Creation and execution of a design scheme with use of online design studio
- Wedding planning timeline preparation and creating a wedding checklist
- Provide online budget tracking software to keep budget on track and establish priorities, developing and tracking the budget
- Setting up a Wedding Website
- Coordinating accommodations, transportation and child care
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Assistance ordering and setting up guest favors
- Review of all your vendor contracts as needed to make sure all aspects your wedding are covered
- Contacting all vendors a week or more before your event to confirm arrival and services
- Provide a detailed timeline to suppliers/service providers and bridal party

Rehearsal:

- Wedding rehearsal coordination the day before your wedding (or at the time of your choosing)
- Develop & distribute Wedding Day Itinerary to be given to members of the wedding party at the rehearsal

Wedding Day:

- Unlimited hours of personal service on your wedding day
- Oversee venue set up (both ceremony and reception site), making sure ceremony and reception are set to perfection; Fixing any issues that may come up
- Vendor coordination and management, per your instructions – this includes greeting and directing all vendors as they arrive for your event, communicating during the event to make sure things run on time, and being the point of contact for questions throughout your event so that you aren't bothered during your special day
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