

## *Diamond and Pearl Services*

### *2020 Coordination Packages*

Welcome to Diamond and Pearl Services. Congratulations! You are ready to invest in your relationship for a lifetime and realize that you need someone with experience to come alongside you to skillfully turn your dreams into reality. That is our passion. We have created several coordination packages to fit the needs of any wedding. Depending on your guest count and the services you require, we can help you pick the perfect package. Our Coordination team is certified/insured and highly experienced, and we also offer bilingual coordinating services. By allowing us to work for you, you will find the whole process of wedding planning less stressful. We take the wedding off of your shoulders, but not out of your hands. You can rest assured that your day will be everything you have dreamed of and so much more.

### *Our Packages*

Each package has something different to offer, not only with the coordination of the event but, with extra help and services. Depending upon your guest count, services needed and venue location, these prices may vary.

\*Listed below are the starting prices for each package.

\*\*Upgrades are available to every package

<i>Sapphire Package</i>	<i>Straight DOC</i>	<i>\$750</i>
<i>Pearl Package</i>	<i>Month of DOC</i>	<i>\$950</i>
<i>Diamond Package</i>	<i>2 Months DOC</i>	<i>\$1,450</i>
<i>Pink Diamond Pkg</i>	<i>Partial Planning</i>	<i>\$2,500</i>
<i>Blue Diamond Pkg</i>	<i>Full Planning</i>	<i>\$5,500</i>

We offer discounts to military personnel, first responders, and teacher. Please let us know when you inquire.

\*Must be currently employed or honorably discharged.

### ***"Sapphire" Straight Coordination (Package #1)***

The Sapphire -Straight Day-of-Coordination package is for the one who has all the professional vendors picked, and vendors are providing all services for the event. This package is for the couple, who has already designed their dream wedding, but would like to relax a few hours leading up to the ceremony and enjoy their BIG day without any stress. With this package you will get one phone conference or in-person meeting. Objective of meeting: Discuss all vendors and make sure everything is on track and discuss a timeline for all events.

Package includes:

- \*One Lead Coordinator **(8-hours the day of event)**
- \*Unlimited email/phone contact the month prior to the event
- \*Meet 4 weeks before the wedding day (1 in-depth phone conference)
- \*Collect & review all vendor contracts
- \*Create a customized timeline for vendors and wedding party
- \*Day of Rehearsal
- \*Ensure all corsages, boutonnieres and bouquets are pinned and ready for ceremony start time.
- \*Line up and cue wedding party for ceremony and reception events
- \*Bustle wedding gown when Bride is ready
- \*Distribute items for grand exit
- \*Distribute final gratuities to vendors
- \*Ensure all gift/cards get to the proper location and/or specified person
- \*We provide a bridal emergency kit onsite

**Total Investment Package\$ 750.00 (plus tax)**

*\*For events with 100 guests or less*

### ***"Pearl" Month of Coordination- (Package #2)***

The "Pearl" Month/ Day-of-Coordination package is for one who has all your vendors picked, and vendors are providing all services for the event. We designed this package for the couple, who has already designed their dream wedding, but would like to relax the month leading up to the wedding without any stress. We help you with light planning to ensure that all the little details are covered. With this package you will get one in-person meeting. Objective of meeting: Discuss all vendors and make sure everything is on track and discuss a timeline for all events.

Package includes:

- \*One Lead Coordinator **(10-hours the day of event)**
- \*Unlimited email/phone contact
- \*Meet 4-6 weeks before the wedding day (1 in-person meetings)
- \*Collect & review all vendor contracts
- \*Create a customized timeline
- \*Place out all wedding day items such as guest book, toasting flutes, cake knives, favors, programs, pictures, place cards, lighting of candles, etc.
- \***Supervise with set-up details-We ensure all décor is placed according to the Bride's wishes and visions.**
- \*Day of Rehearsal
- \*Ensure all corsages, boutonnieres and bouquets are pinned and ready for ceremony start time.
- \*Line up and cue wedding party for ceremony and reception events
- \*Bustle wedding gown when Bride is ready
- \*Distribute items for grand exit
- \*Verify get-away car is ready
- \*Distribute final gratuities to vendors
- \*Ensure all gift/cards get to the proper location and/or specified person
- \*We provide a Bridal emergency kit onsite

**Total Investment Package\$ 950.00 (plus tax)**

*For events with 200 guests an assistant is needed- \$250.00*

### ***"Diamond" - Two Month Coordinating Package- (Package #3)***

The "Diamond"- Two Month Coordination package is one of **our top selling** services! We designed this package for the couple, who has already designed their dream wedding, but would like to relax the two months prior and enjoy their BIG day without any stress. With this package you will get two in-person meetings: **First Meeting:** Discuss all vendors and make sure everything is on track. **Second Meeting:** We will meet and attend a final walkthrough with you to finalize the details of the day. \*meeting can either by phone or in person

Package includes:

- \*One Lead Coordinator **(13-hours day of event)**
- \*Unlimited Email/phone contact
- \*Meet 4-6 weeks before the wedding day (2 in-person meetings)
- \*Collect & review all vendor contracts
- \*Create a customized timeline
- \*Ensure all vendors have a copy of the approved timeline for the wedding day
- \*Place out all wedding day items such as guest book, toasting flutes, cake knives, favors, programs, pictures, place cards etc.
- \*Assist the Wedding/Bridal party with the set up/break down of ceremony/reception**
- \*Day of Rehearsal
- \* Ensure all corsages, boutonnieres and bouquets are pinned and ready for ceremony start time
- \*Line up and cue wedding party for ceremony and reception events
- \*Bustle wedding gown when Bride is ready
- \*Distribute items for grand exit
- \*Verify get-away car is ready
- \*Distribute final gratuities to vendors
- \*Light end of the event bussing
- \*Coordinate breakdown of event
- \*Ensure all gift/cards get to the proper location and/or specified person
- \*We provide a Bridal emergency kit onsite

**Total Investment Package\$ 1,450.00 (plus tax)**

*For events with 200 guests an assistant is needed- \$250.00*

### ***Upgrades Available for any Package:***

- \*Bussing Tables- Heavy bussing after dinner is \$20.00 per guest table. (Should you not have wait staff hired)
- \*Optional Linen and Décor packages
- \*Cake Cutting (\$1.00 per slice/guest count, plates/forks provided by client)
- \*Full Setup/break down-Upgrade your package to include the complete setting up and breaking down services for an additional \$400.00 to give you, Bridal Party, Family and Friends the ability to relax and completely enjoy the day by letting us do all the hard work.
- \*Coffee Bar for morning of with Bridal party \$150.00  
(50 servings of coffee with 3 assortments of flavored creamers, cups, stirrs, sugar all included)



## *Our Partial and Full Planning Packages*

### ***"Pink Diamond" Six Month Partial Planning & Coordination Package***

**Our Pink Diamond package** includes everything from the Diamond Coordination Package, and it includes the appropriate assistance from our experienced staff to ensure a smooth planning process. This package is designed for the engaged couple who seeks guidance and direction along the way from the moment you partner with us until the very end. We designed this package as a nice blend between planning and coordination services!

Includes all details from the Diamond Coordination Package Plus:

- \*4-6 Meetings spaced out throughout the planning process
- \*Unlimited hours the day of the event
- \*Décor/Theme Guidance and inspiration board
- \*Vendor Guidance- Evaluate any contracts already in place, provide vendor referrals as appropriate
- \*Budget Guide (Given at the beginning)
- \*Assist with transportation arrangements for Bridal party and Bride and Groom
- \*walk-through of venue to review all details of layout
- \*Design the layout with client on All Seated (if venue is on app)
- \*Provide final headcount to catering manager by due date
- \*Assistance in all the decorating and overlooking all details.

We are with you every step of the way ensuring the planning process stays on track!

**Investment starting at \$ 2,500.00 (plus tax)**

### ***The "Blue Diamond" Full Planning-Coordinating Package- (From time of booking to event day)***

With execution of details from the beginning to end, the Blue Diamond Package is a Luxury Service for the engaged couple. Whether you already have a full-vision or not a clue where to begin, we are here to ensure this journey creates many beautiful memories to come when looking back on the planning process of your special day.

**The Blue Diamond Package (Full Service) includes:**

- \*Assistance with finding the perfect venue-If you haven't already and logistics if at personal property.
- \*Vendor referrals and assistance with finding the perfect vendors within budget
- \*Assistance setting meeting times with vendors: Attendance to vendor interviews/meetings such as: cake, florist, catering or décor design
- \*Décor and Theme Assistance- We will create an inspiration board from the Bride's initial ideas and thoughts. Our team of decorators will ensure your wedding day has the look and feel you have envisioned. We will also discuss design, lighting and ambiance for the wedding day ceremony and reception.
- \*Budget Tracking- We will assist in putting together a budget system, which prioritizes your personal wedding vision and desires. We will keep track of all deposits and give monthly vendor payment reminders
- \*Assistance with finding the perfect vendors: We make sure they suit your personality, budget and style. We will schedule all meetings to accommodate your schedule.
- \*Schedule all transportation: For out-of-town guests as well as honeymoon reservations for Bride and Groom including all flights, hotel and transport.
- \*Handle all stationary including: Save the dates, invitations and RSVP tracking. (Optional)
- \*Entire wedding day set-up, including the ceremony and reception
- \*Schedule pick up and return all rental items.
- \*Payment schedule for all vendors

We will be there from the beginning to the end, acting as your personal assistant in this whole process. The average couple spends 200-300 hours planning your wedding. Who has that much spare time? We do; it is our job. So what are you waiting for? Give us a call today to schedule your private consultation.

**Investment Starting at \$ 5,500.00 + (plus tax)**