



GOLDBUG EVENTS



Hello from Goldbug Events!

Congratulations on your engagement! Thank you for inquiring about our planning services. I'm Caroline, the owner and lead planner for Goldbug Events. I love all the things when it comes to wedding planning, event styling, and hosting. I found my passion for events when I was planning and partying for fun, while teaching full time. As I left the classroom, and started Goldbug Events it is my goal and desire to provide seamless, luxury events to every client at any budget. I love coordinating all the small and intricate details, and then watching them unfold into the most beautiful overall creation!! My absolute favorite part is seeing the smiles on my clients' faces, as they experience their dream day. I want to be at your side throughout the planning process to create the flawless day you envision!

Wedding planning can be stressful by yourself, and a large task to take on in addition to your regular life demands! I believe that your wedding day should be a true representation of who you and your partner are, and a day free of worry. As your wedding planner, I am here for YOU! To help guide you through the planning process in whatever fashion you need, to make your vision a reality, and to handle the details on your special day so that you can enjoy your time with your loved ones. I will ensure you have a seamless day, and it is one that you and your guests will cherish forever!

Goldbug Events would love the opportunity to hear more about you as a bride and see how we can fit into helping you plan your dream wedding day!



-XOXO- Caroline, Goldbug Events Owner & Lead Planner

(1) THE DRAGONFLY

Full Service Wedding Planning Package:

This package is designed for the bride who wants assistance with every aspect of the process. We immediately set up your first planning meeting to learn about you as the bride and groom and customize your planning process around your needs and desires. If it has to do with your wedding day as a full service client we will handle it for you. No matter big or small!

- ❖ Access via email, text, and calls during our normal business hours (Monday-Friday 8-4)
- ❖ Up to 5 face-to-face planning meetings (Not including vendor meetings or venue walk through)
- ❖ Access to a custom digital planbook for planning live updates
- ❖ Monthly goals & planning checklist
- ❖ Lead planner and depending on the size and logistics of your event, we will add additional staff at \$250 per person, at our discretion.
- ❖ Vendor communication before and after booking



Full Planning Guidance from vendor/venue selection, invitation design and wording, wedding etiquette, budget management, event concept and design creation, handling all direct contact with vendors on your behalf, venue walkthrough, catering and bar service coordination, review of all vendor contracts, timeline and floor plan creation, finalization of all vendor payments and needs on your behalf, event rental coordination, accommodation management to include room block assistance, assemble and deliver welcome bags, guests liaison to help guests with any needs that arise on the wedding day, wedding ceremony rehearsal coordination, direction of any day of transportation, access to Goldbug Event's decor closet, setup and breakdown on the day of the event, direction of ceremony and reception from start to finish, assist bride with any needs on the day of the event, timeline management to ensure a flawless day, provide wedding day emergency kit, and delivery of any venue decor, gifts or personal items to designated location after the event.

(2) THE BUTTERFLY

The Partial Wedding Planning Package:

This package is perfect for the bride who has begun the planning process, has a vision, but wants some additional support along the way.



- ❖ Access via email, text, and calls during our normal business hours (Monday-Friday 8-4)
- ❖ Up to 3 face-to-face planning meetings (Not including venue walk through)
- ❖ Access to a custom digital planbook for planning assistance
- ❖ Monthly goals & planning checklist
- ❖ Lead planner and depending on the size and logistics of your event, we will add additional staff at \$250 per person, at our discretion.
- ❖ Vendor Recommendations & coordination assistance
- ❖ Budget Recommendations

This package also includes your venue walk through, floor plan and timeline development, contact with booked vendors before the big day, review of all vendor contracts, wedding ceremony rehearsal coordination, decor setup on day of the wedding, access to Goldbug Event's decor closet, coordinating and executing the timeline on the day of for a flawless day, serve as a guest liaison to help with any guests' needs during the event, direction of any day of transportation, vendor liaison on the day of the wedding, assist bride and groom with any needs on the wedding day, direct ceremony and reception from start to finish, provide wedding day emergency kit, and handle all breakdown at the end of the evening.

(3) THE BUMBLEBEE

The Limited Planning Package:

This package works best for brides who would like to plan most of their details on their own, but need assistance in tying everything together.

- ❖ Access via email, text, and calls during our normal business hours (Monday-Friday 8-4) starting 60 days out from your wedding for advice, questions, and concerns.
- ❖ 1 face-to-face planning meeting (Not including venue walk through)
- ❖ Lead planner and depending on the size and logistics of your event, we will add additional staff at \$250 per person, at our discretion.



With the Limited Planning Package, the couple is responsible for planning everything about the wedding themselves. Then, about 60 days out from your

wedding we will step in to help wrap it all up. Using vendor contact information and contracts provided by the couple, we will confirm vendors and manage their scheduling, create a timeline for the day, assist in floor plan creation, direct wedding ceremony rehearsal, setup decor on day of the wedding, coordinate and execute the timeline on the day of, serve as a guest liaison to help with any guests' needs during the event, serve as vendor liaison on the day of the wedding, assist bride and groom with any needs on the wedding day, provide a wedding emergency kit, direct ceremony and reception from start to finish, handle all breakdown at the end of the evening. You will also have full access to the Goldbug Events Decor Closet!



A LA CARTE SERVICES-

These items can be added to any of our packages or purchased by themselves. Prices vary, please inquire for more information if you are interested in adding these services.

- ❖ Event Concept and Design- look, feels, colors, custom design items plus access to Goldbug Events Decor Closet
- ❖ Rehearsal Dinner Coordination
- ❖ Engagement Party Coordination
- ❖ Venue/ Vendor Search
- ❖ Bridal Brunch/ Farewell brunch coordination
- ❖ Welcome Bag assembly and distribution
- ❖ Floral Arrangements
- ❖ Wedding Planning Power Session



WEDDING PACKAGE COMPARISON

	<i>The Dragonfly-</i> Full Service Planning	<i>The Butterfly-</i> Partial Planning	<i>The Bumblebee-</i> Limited Planning
Day of coordination/ management	✓	✓	✓
Wedding day emergency kit	✓	✓	✓
Guest liaison-day of	✓	✓	✓
Vendor liaison-day of	✓	✓	✓
Rehearsal coordination (45 min)	✓	✓	✓
Goldbug Events' lead planner & staff	✓ 1 lead & additional staffing at \$250 per assistant	✓ 1 lead & additional staffing at \$250 per assistant	✓ 1 lead & additional staffing at \$250 per assistant
Access to a wedding shared Google drive folder	✓	✓	✓
Access to wedding planner during normal business hours via text, email, or scheduled calls.	✓	✓	✓
Face-to-face planning meetings	✓ Up to five	✓ Up to three	✓ One
Attend venue walk through	✓	✓	✓
Access to Goldbug Events' decor closet	✓	✓	✓
Floor plan design	✓	✓	✓

Timeline Creation	✓	✓	✓
Access to Preferred Vendor List	✓	✓	✓
Vendor coordination	✓ all communication handled	✓ communication assistance before and full communication after booking	✓ communication handled after booking & beginning no earlier than 60 days out
Customized Vendor recommendations	✓	✓	
Full wedding day design	✓	✓	
Budget recommendations & management assistance	✓	✓	
Access to digital wedding planbook	✓	✓	
Monthly planning goals and planning timeline	✓	✓	
Invitation design, wording, and order coordination	✓		
Accommodation management assistance	✓		
Assemble and deliver welcome bags	✓		

Contact Caroline today!

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