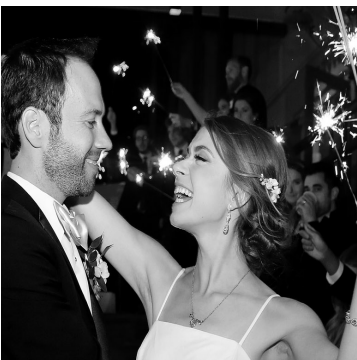


# EVENTS

REVERIE



## WEDDING COORDINATOR

This package is ideal for the couple that has planned their own wedding, but wants to hire a professional to ensure everything they've worked so hard for goes effortlessly on their special day. Traditionally called "Day of Coordinating," this is a little misleading, as we start working 4 weeks prior to your wedding day. Hiring Reverie to coordinate your event will allow you to enjoy the moments leading up to your big day rather than stressing over every tiny little detail. Leave that stuff to us!

Here's what you can expect:

- initial consult meeting, either in person or on the phone (up to 60 minutes)
- coordination of the rehearsal (up to 2 hours)
- one on-site Coordinator for the wedding day, including setup, ceremony, reception, over seeing breakdown (up to 10 hours)
- one assistant coordinator for 6 hours (additional fees for add-ons)
- six weeks prior to the wedding, we will confirm with all vendors/venues and start to develop a wedding day timeline
- continued communication with vendors the month of the wedding
- confirmation of all details with vendors the week of the wedding
- creation of wedding day timeline (guide for wedding party/vendors)
- orientation for all vendors arriving on site
- notification of special moments for band, photographer, and other vendors
- assistance in organizing family and bridal party for photos
- distribution of final payments and gratuities for vendors
- coordination of special exit
- collection of all personal items and decor with delivery upon request
- online client portal to keep all of your information in one place
- vendor recommendations and advice throughout your planning

\$2500



# WEDDING PLANNER

You've said "yes", now what's next? For those who want professional assistance every step of the way, our Wedding Planner package provides support from the moment you begin planning until the last guest leaves your reception. With this option, we spend months curating and organizing your ideas through consistent communication in order to ensure your vision comes to fruition.

You get the full Wedding Coordinator package, plus:

- multiple meetings in person to discuss timeline and budget
- research/guidance of all potential vendors (once your top vendors are selected we will contact them to check availability and pricing)
- scheduled site visits with potential vendors as needed
- support developing your overall design concept
- 24/7 communication throughout the planning process
- oversight of vendor management and contract review
- production of planning checklist, master vendor list, setup list, and ceremony lineup
- customized planning calendar, including payment deadlines
- creation of venue floorplan
- two additional hours (8 total) from assistant coordinator on wedding day

All planning documents and contracts will be maintained and organized both online (in a shared Google folder) and in a physical binder. After the wedding, the binder is yours to have as a keepsake for everything that went into your special day!

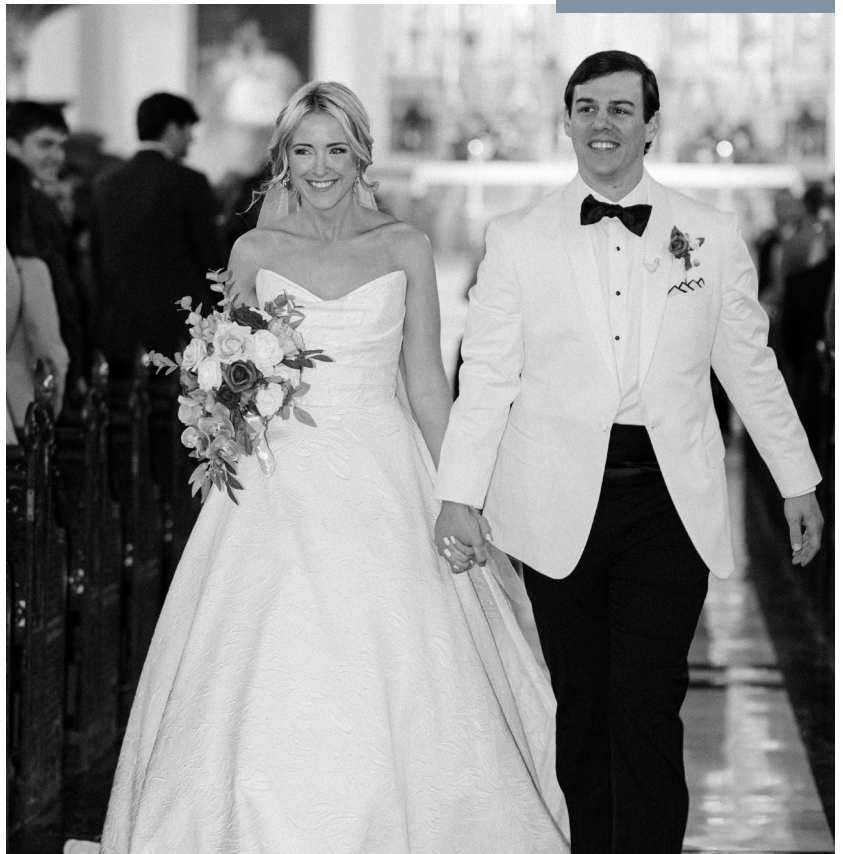
\$7250

## ADD-ONS

Need something else? Let's see if we can help! If you are curious about something you do not see listed, please reach out.

- DIY crafts help or completion (\$50/ hour)
- welcome bag assembly, drop off, or full on planning
- review and contact of any missing RSVP's (\$50/ hour)
- additional coordinator (\$50/ hour)
- second line. we are happy to coordinate the second line permit and fees in addition to our charge (\$100)
- hotel blocks for out of town guests
- rehearsal dinner planning
- decor and rental planning

*\* hourly costs negotiated during consultation \**



# ELOPEMENTS

So you've decided to elope? Let us help you organize a stress-free, no fuss day. Even elopements require some details to be taken care of, Reverie can help to ensure you have an authentic wedding day with those you truly love the most around you. We define elopements as 20 people or less.

- advice on procuring your marriage license
- assistance in booking your venue, accommodations, photographer, hair & make-up artist, & any reservations for you that evening
- officiant & help with personalization of vows
- confirmation with vendors 4 weeks prior to elopement date
- up to 4 hours assistance on your wedding day
- overview of budget

\$2000

ask about our **DECOR RENTAL, DESSERTS, & LETTERING**

## OTHER EVENTS

We don't just do weddings! Whatever you may be celebrating, we are more than happy to provide event planning or coordination packages to serve your needs. These packages loosely the offerings of our primary wedding packages, but specific services can be negotiated during consultation.

- engagement
- bridal parties
- anniversaries
- birthdays
- graduation
- holidays
- themed parties
- and more!

Email us to discuss your type of event and needs so that we can specify a package that works for you and your budget.

## À LA CARTE

Don't need it all? Let us know what we can help you with and we would love to customize pricing for you!

