

ARIEL ASHTON

Events

WEDDING & EVENTS

Planning & Design



60 Day Planning
Partial Planning + Design
Full Service Planning



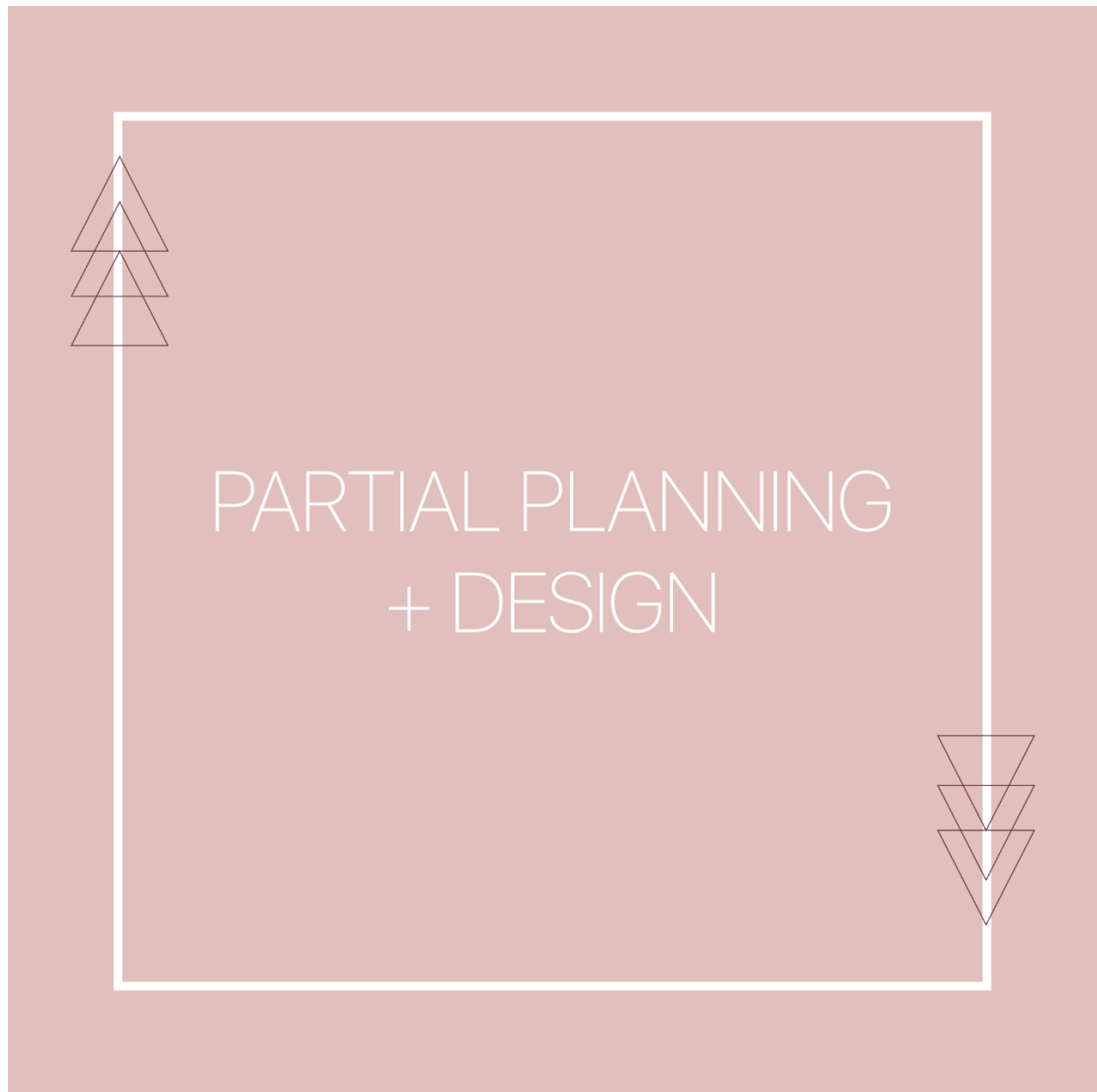
This Package Begins 60 Days Prior to Your Wedding! This service is for the couple who is on top of it and wants to be involved in the planning process. However, they understand the necessity of handing off the reigns leading up to the wedding day. It is our job to handle all the minuscule tasks before and during your celebration. You should not have to worry about when the cake arrives, when to announce toasts, and if the decor you have spent months working on is displayed properly. That is our job! This allows you to have peace of mind, hit the dance floor, and enjoy that glass of refreshing bubbly with your loved ones!

Pre-wedding

- Detailed meeting regarding the planning
- Walk thru of venue to discuss placement of decor, tables, vendors, etc.
- Communicate with ceremony and reception on-site staff about venue guidelines
- Priority emails and phone calls
- Unlimited vendor recommendations (we have got the best DJ, florists + photographers and many more around!)
- Review all vendor contracts and confirm quantities of rental orders
- Primary Contact for Wedding Vendors (30 days prior to your wedding)
- Confirm arrival times and setup/breakdown with vendors
- Minute-by-minute timeline of your wedding day and email distribution to all vendors so that everyone is 100% prepared for your big day
- Detailed Layout of your wedding venue
- Coordinate rehearsal ceremony (1 hour)
- Two custom pieces of Wedding Signage

Wedding Day

- Arrive early to venue to ensure proper set up - decor, escort / place cards, menus, favors, guest book, gifts, etc. we want the day to be exactly how you envisioned it
- Assist the bride + bridesmaids during hair, makeup + dressing
- Setup, Styling and Cleanup of Décor
- Serve as the "go to" person for the day - handle all questions from vendors + guests
- Onsite coordination + management of entire wedding day for up to 8 hours
- Direct ceremony, line up wedding party + cue musicians with song selections
- Assist MC/DJ and make sure announcements are made on time - grand entrance, toasts, first dance, cake cutting, bouquet + garter toss, etc.
- Distribute final payments and tips to vendors if necessary
- Deliver wedding gifts to designated family member or storage on site
- Use of our wedding day emergency kit
- Every wedding includes at least 1 assistant*



This Package Begins 6 Months Prior to Your Wedding! This service is for the couple who wants assistance in developing a theme and bringing to life a vision for your wedding day. We begin by getting to know you, tracking your priorities, building a dream team of vendors, and piecing together all the design details. From the welcome table to the reception décor, every element of your wedding should tell your story. If you have a rough idea of what you want but can't seem to put your finger on where to begin, we can help bring your vision to life or create a design from scratch.

Communication

- Up to Five in-person meetings to discuss all your wedding details
 1. Getting to know you and your wedding day vision
 2. Pre-Wedding Venue(s) walk-through
 3. Rental tablescape + floral mock-up
 4. Final Venue(s) walk-throughs and Detailed meeting to discuss timeline and wedding décor
- Unlimited emails + phone calls
- Unlimited vendor recommendations
- Reach out to rental companies to check for availability and price list. Review contracts and secure services. We also make it easy by paying your vendors as well* (View page 10 to learn more below about how we make booking your vendors effortless!)

Pre-wedding

- Assistance in the creation of a Wedding Mood board
- Assistance with establishing color combinations, theme + design concepts
- Advice on Budget Allocation
- Assistance with Sourcing and Creating Custom Wedding Décor Items
- Exclusive use of our personalized online planning program called Aisle Planner - which includes guest list management, wedding checklist, budgeting, seating arrangements, notes + more
- Primary contact for all vendors Wedding Day Vendors (30 Days Prior to Wedding)
- Creation and Management of Wedding Day Timeline
- Email distribution of Wedding timeline to make sure that everyone is 100% ready for your wedding day
- Floorplan detailing the Layout of the Ceremony, Cocktail Hour, and Reception
- Comprehensive Coordination of Ceremony Rehearsal (1.5 hours)
- Custom Wedding Day Signage (5 pieces of signage included in this package)

Final details + Wedding Day

- Setup, Styling and cleanup of all décor
- Up to 10 Hours of Coordination on Wedding Day
- Delivery of Final Payments and Wedding Day Gratuities
- This Package also includes One Day of Coordinator and two Assistants *(Subject to change due to the client's needs and wedding size)*



FULL SERVICE PLANNING + DESIGN

This Package Begins at The Beginning Stages! On your special day, nothing is more important than knowing every detail will be taken care of by your personal wedding planner. This package is for the bride who wants to walk side-by-side a wedding professional throughout the ENTIRE planning process. Whether you don't have the time to plan a wedding or you simply want someone to bounce all your fun ideas off, this package is built to help you research, coordinate, and design every little detail of your wedding!

Communication

- Unlimited emails and phone calls (after all, we are your new wedding best friend)
- Monthly check ins to discuss progress of planning + to-do lists reach out to a curated list of vendors specifically chosen for you - check availability, current prices, review contracts + secure services
- Up to eight in-person meetings, which typically include:
 1. Getting to know you + your fiancé
 2. Assistance with Budget
 3. Assistance with Venue Research and Booking
 4. Initial walk-through of Venue(s)
 5. Meeting with invitation + day of stationary designer
 6. Tastings
 7. Rental tablescape + floral mockup
 8. Final venue walk-through + timeline and décor detailing meeting

Logistics

- Unlimited Vendor Referrals
- Reach out to rental companies to check for availability and price list. Review contracts and secure services. We also make it easy by paying your vendors as well* (View page 10 to learn more below about how we make booking your vendors effortless!)
- Primary Point of Contract for all Booked Vendors and Venue(s) throughout the Planning Process
- Exclusive use of our personalized online planning program called Aisle Planner - which includes guest list management, wedding checklist, budgeting, seating arrangements, notes + more
- Assistance with Budget allocation
- Assistance in booking hotel blocks, welcome bags + favors, if applicable
- Book guest + bridal party transportation, if needed

Design

- Assist with the Creation of Wedding Mood board, Custom Wedding Theme, Color Combinations, and Design Elements
- Assistance in Sourcing and Creating Custom Wedding Décor
- Custom Detailed Wedding Day Design Plan Look book
- Sample Table Mock-up (Gives Client a chance to see what their head (or sweetheart table) and guest tables will look like for their wedding)
- Package includes all of Ariel Ashton Events décor inventory (no additional fees)

- Custom Wedding Day Signage (Welcome Sign, Seating Chart, Dinner and Drink Menus, and much more)

Final Details

- Final Venue(s) walk-through(s)
- Floorplan Detailing Layout of your Ceremony, Cocktail Hour, and Reception
- Review all your vendor contracts and confirm quantities + delivery dates and times with all rental vendors
- Confirm arrival times and set up
- Communicate with ceremony and reception on-site staff about venue guidelines
- Creation and Management of your minute-by-minute Wedding Day Timeline
- Email Distribution of Wedding Timeline to Vendors
- Comprehensive Coordination of Ceremony Rehearsal (1.5 hours max.)
- Complete Rehearsal Dinner Coordination (Setup and Breakdown Included)

Wedding Day

- Arrive early to venue or residence to ensure proper set up - decor, escort / place cards, menus, favors, guest book, gifts, etc. we want the day to be exactly how you envisioned it!
- Assist the bride + bridesmaids during hair, makeup + dressing
- Serve as the "go to" person for the day - handle all questions from vendors + guests
- Onsite coordination + management of entire wedding day (up to 12 hours of Coordination)
- Direct ceremony, line up wedding party + cue musicians with song selections
- Assist MC/DJ and make sure announcements are made on time - grand entrance, toasts, first dance, cake cutting, bouquet + garter toss, etc.
- Distribute final payments and tips to vendors if necessary
- Deliver wedding gifts to designated family member or storage on site
- Use of our wedding day emergency kit if needed
- This package includes two Day of Coordinators and two day of assistants!

Wedding vendor payment plan

We make booking your vendors easy! Choose your wedding vendors and instead of you sending out 20+ checks to each individual vendor, you pay us two checks (deposit and remaining balance) and we will take care of paying them. This makes booking simple + seamless!