

wedding packages



full planning

Wedding Planning & Design - \$6,500 minimum

- Our full service wedding planning includes the planning and design creation of your entire wedding or wedding weekend. Entire wedding weekend includes welcome party, rehearsal dinner, wedding day, and farewell brunch.
- Unlimited email communication
- One monthly meeting in person or via phone/FaceTime
- Creation of inspiration boards for each of your events
- Coordination of and presentation of table mock-ups
- Present recommendations for each vendor category
- Provide venue recommendations for welcome party, rehearsal dinner, and farewell brunch
- Schedule all vendor meetings
- Attend vendor meetings if applicable
- Review and negotiate vendor contracts
- Coordinate vendor drop off and pick up times
- Create and distribute emails to family members involved in the wedding
- Coordinate with those family members or friends that will be responsible for personal items if applicable – flutes, cake cutting knife, cards + gifts
- Work with venue to create a diagram of reception space
- Create wedding day (wedding weekend if applicable) timeline
- Distribute timeline to vendors at least 7 days prior to wedding day
- Create vendor list including contact information; distribute to vendors at least 10 days prior to wedding day
- Review drafts and final BEO (banquet event order)
- Create itemized list of décor items
- Review vendor orders including quantities and delivery times
- Attend one tasting and assist in making menu choices
- Coordinate and direct ceremony rehearsal



Wedding Day Management

- Event Planner and Assistant (if needed) on site
- Timeline management
- Coordinate and direct styling
- Oversee ceremony site setup
- Oversee reception space setup
- Welcome all vendors and direct setup process
- Distribute final (day of) payments to vendors
- Receive deliveries on client's behalf
- Coordinate and attend sound check in ceremony and reception locations
- Setup specialty décor items if applicable – guest book, table numbers, menus, favors, seating cards
- Confirm that end of event logistics for personal items are in place
- Provide bride emergency kit
- Please note that centerpiece breakdown, installation/removal of rentals including chair covers, janitorial services, transportation of wedding gifts, bussing of tables, and trash removal are not included in our services.



full design

Design & Consulting - \$3,500 *minimum*

- Overall design including ceremony and reception sites
- Coordination with the floral team to capture your design in florals/greenery/candles
- Vendor recommendations for day of signage such as welcome sign, table numbers, specialty drinks, escort cards, etc.
- Vendor recommendations for floral designers, lighting (if applicable), and specialty rentals (if applicable)
- Select or assist with the selection of linens, glassware, china, tables, and chairs
- Coordination with the day of signage team to capture your overall feel and design
- Design specialty tables/areas such as escort card display and guest book area
- Assist with invitation selection
- 2-4 hours of on site time leading up to the ceremony

Due to the unknown variables that come along with event design and consulting (i.e. number of guests, size of florals, possibility of multiple rental companies to coordinate with including linens, lighting, catering, signage, etc.), this pricing and estimated hours needed includes 2-4 hours of wedding day on site time, before the ceremony begins. Additional on site time will be billed at \$125/hour. By Kait Elle Events is hired to manage, advise, and design. The teams of floral, lighting, catering, etc. are responsible for the physical set up and break down of their items. If needed the by Kait Elle Events team will physically set up items such as menu cards, table numbers, escort cards, bar signage, and other smaller signage elements.



full design & partial planning

Design & Consulting - \$3,500 minimum

- Overall design including ceremony and reception sites
- Coordination with the floral team to capture your design in florals/greenery/candles
- Vendor recommendations for day of signage such as welcome sign, table numbers, specialty drinks, escort cards, etc.
- Vendor recommendations for floral designers, lighting (if applicable), and specialty rentals (if applicable)
- Coordination with the day of signage team to capture your overall feel and design
- Design specialty tables/areas such as escort card display and guest book area
- Assist with invitation selection
- Select or assist with the selection of linens, glassware, china, tables, and chairs
- 2-4 hours of on site time leading up to the ceremony

Due to the unknown variables that come along with event design and consulting (i.e. number of guests, size of florals, possibility of multiple rental companies to coordinate with including linens, lighting, catering, signage, etc.), this pricing and estimated hours needed includes 2-4 hours of wedding day on site time, before the ceremony begins. Additional on site time will be billed at \$125/hour. By Kait Elle Events is hired to manage, advise, and design. The teams of floral, lighting, catering, etc. are responsible for the physical set up and break down of their items. If needed the by Kait Elle Events team will physically set up items such as menu cards, table numbers, escort cards, bar signage, and other smaller signage elements.

Partial Planning and Consulting Hours - *Optional*

Partial planning and consulting hours (separate from design) may be added at a rate of \$125/hr. Client and consultant must mutually agree upon the hours needed before implemented. Partial planning hours can be used for any of the planning listed below:

- Attendance at vendor meetings
- Timeline consulting
- Additional check-in meetings
- Review of vendor contracts
- Checking vendor availability
- vendor discovery
- Gathering event vendor quotes
- Scheduling vendor consultations for you
- Coordination of transportation logistics
- Other mutually agreed upon services



hourly consulting

Partial planning and consulting hours (separate from design) may be added at a rate of \$125/hr. Client and consultant must mutually agree upon the hours needed before implemented. Partial planning hours can be used for any of the planning listed below:

- Attendance at vendor meetings including photo
- Timeline consulting
- Additional check-in meetings or phone calls with your planner
- Review of vendor contracts
- Checking vendor availability/vendor discovery
- Gathering event vendor quotes
- Scheduling vendor consultations for you
- Coordination of transportation logistics
- Other mutually agreed upon services



why they love us

Kait Elle Events was THE BEST decision we made for our wedding. Kait's attention to detail and constant communication made everything easier for us. She was right there with us the whole time, planning with vendors, setting up the decor, creating a timeline, rehearsing, and even decorating our cake with fresh florals when things went wrong. My husband and I enjoyed all the beautiful moments of our wedding without a single worry, thanks to Kait Elle Events. We can't wait to hire Kait again for parties, baby showers, and family functions. If you're looking for someone to take on your event's stress and help you create a party you'll never forget, then trust me; you want Kait.

- Vanessa + Doug

See all of our reviews on The Knot!

let's connect

Email: ByKaitElle@gmail.com

Phone: 508.404.5559

Instagram: [@ByKaitElleEvents](https://www.instagram.com/ByKaitElleEvents)



WWW.BYKAITELLEEVENTS.COM