

### **Day-Of Package: \$2499 Investment**

*All the following items are included in the Day-Of Package. (If wedding is further than 50 miles from Wilmore, KY, travel and lodging fee will be a separate fee)*

- Meetings:
  - One “Welcome” consultation post booking, one meeting about 90 days before the wedding, one meeting about 60 days before the wedding, two meetings within about 30 days of the wedding
- Provide planning recommendations during meetings
- Provide couple with vendor recommendations
- Create day-of timeline
- Manage day-of timeline on the wedding day
- Create and manage binder of all needed client information (contracts provided to coordinator, room layout, vendor contact information, decor items and where they go, day of timeline, etc.)
- Connect with and send day-of timeline to vendors prior to wedding
- Manage & be the on site contact (and director) for vendors & venue on day of the wedding
- Liaison between vendors, venue, and couple on wedding day
- Decorate as needed for ceremony/reception (the day before the wedding or on the wedding day)
- Help set-up and tear down ceremony/reception location (day before the wedding or day of)
- Be present for rehearsal (and dinner if desired) & decorate as needed
- Run rehearsal with officiant (show wedding party where to stand, when to walk, direct wedding party on wedding day, etc.)
- Be present for full wedding day
- Problem solve and manage any issues that arise on wedding day
- Help the couple delegate tasks as needed
- Provide emotional support and encouragement to couple before and on wedding day
- Couple will have access to text/call Sarah as needed between 9am-7pm on Monday-Saturday

### **Partial Package: \$2499 + \$499 for EACH additional service selected (up to 5)**

*All Day-Of Package items are included in the Partial Package. You may also choose from up to five of the following tasks. Each task will be an additional \$499 per task to your overall cost, unless marked otherwise. (If the wedding is further than 50 miles from Wilmore, KY, travel and lodging fees will be a separate fee.)*

- Add 4 additional meetings (making your overall meeting total = 9)
- Create wedding budget
- Manage wedding budget
- Create wedding planning timeline from engagement (or date booked with EventsBySarahKY) to wedding day
- Assist couple in planning and decorating rehearsal dinner
- Assist couple in planning and decorating wedding shower (\$750)

- Assist couple in planning and decorating bridal shower (\$750)
- Advise and design wedding theme, colors, and decor
- Advise and design center pieces
- Organize and attend venue tours with the couple until venue is selected
- Attend caterer tastings and meetings
- Attend photographer consultation until photographer is booked
- Attend videographer consultation until photographer is booked
- Attend other vendor meeting to help with the purpose of booking
- Recommend, communicate with, and manage contracts for vendors (photographer, videographer, caterer, dessert maker, special vendors, bartender, etc.)
- Build wedding website
- Enter guest names, addresses, and information into online RSVP platform (client provides the information and coordinator enters them in)
- Hand address envelopes based on client's guest list

### **Full Package: \$7499 Investment**

*All Day-Of Package items are included in the package, as well as any/all of the following items, are included in the Full Package. (If wedding is further than 50 miles from Wilmore, KY, travel and lodging fees will be a separate fee.)*

- Up to 12 total meetings (initial consultation will occur soon after booking and *is* included in the 12 meetings)
- Create wedding budget
- Manage wedding budget
- Create wedding planning timeline from engagement (or date booked with EventsBySarahKY) to wedding day
- Assist couple in planning and decorating rehearsal dinner (and attend if desired)
- Advise and design wedding theme, colors, and decor
- Advise and design center pieces
- Attend venue tours with the couple until venue is selected
- Attend caterer tastings and meetings until caterer is booked
- Attend photographer consultation until photographer is booked
- Attend videographer consultation until photographer is booked
- Attend other vendor meeting to help with the purpose of booking
- Recommend, communicate with, and manage contracts for vendors (photographer, videographer, caterer, dessert maker, makeup artist, bartender, special vendors, etc.)
- Build wedding website
- Enter guest names, addresses, and information into online RSVP platform (client provides the information and coordinator enters them in)
- Hand address envelopes based on client's guest list

*If any other planning tasks are desired, please feel free to ask Sarah about including them in your Full Package.*

*(If planning services for bridal shower, wedding shower, bachelorette party, etc. are desired, you can request these services and they can be added on as an additional investment)*