



Creating your BEST.DAY.EVER!

2023 & 2024 WEDDING PLANNING COLLECTIONS

Congratulations on your engagement!
Thank you for considering Weddings and Events by Vivian to assist with your special day. My services, resources, exceptional organization, and management expertise will make the planning process fun (I promise!) Enjoy this special time in your life with family and friends. I'll take care of the details.

Vivian Schneider
Planner | Coordinator

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Based in Greensboro, North Carolina
Available for travel

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"One person with passion is better than forty people merely interested."
- E.M. Forster –

The Mafia

Full-Service Wedding Collection: Investment begins at \$4500

This collection is for the bride who wants comprehensive support and expert planning and design guidance throughout the entire process. This bride (and groom) are BUSY with school, work, travel, or lives out of town. Weddings and Events by Vivian will be with you every step of the way from booking your venue and vendors, giving you the tools to stay within your budget, creating a timeline, floor plans, design details and much more.

This collection includes:

- **Unlimited** phone, email, and text communication **throughout** your planning process.
(From date contract is signed)
- Access to planning documents.
- **No charge** for unique décor rentals: variety of easels, card boxes, variety of cake stands and platters, table numbers & holders, variety of votive candle holders (gold, silver, clear, champagne, knobby clear), cake knife set, variety of signage for the guest book table, cake table, memory table, favors table, etc. Variety of glass cylinders, lanterns, and other glass items that can be used for centerpieces. Additional items will be added to the inventory list. **Please note: Florals and/or greenery are not provided**
- Budget Assistance: Payment reminders and payment schedules.
- Personalized design ideas and guidance on every detail.
- Assist with errands during wedding week and returns after the wedding.
- Monthly check ins via phone and/or email to discuss details of the wedding.
- Recommend, set-up, and attend appointments with vendors in main categories such as:
invitations, florists, cake and catering tastings, and venues
- **No charge** for custom printed "Welcome" sign (20" x 30" size)
- **No charge** for custom printed seating chart (20"x30" size)
- Review of vendor contracts.
- Direct point of contact for all vendors.
- Schedule room blocks with hotels.
- "Save-the Date" and invitation assembly (if local)
- RSVP tracking.
- Coordinate rehearsal. (Up to 2 hours) **Does NOT include rehearsal dinner coordination**
- Up to **12 hours** of service on the wedding day.
- Includes all details in THE DIANA AND GRACE COLLECTIONS

Ask about assistance with your rehearsal dinner or next-day brunch.

All packages require a non-refundable payment & signed contract to hold your date.

Payment plans are available.



The Diana

Partial Service Collection: Investment begins at \$2500

This collection is designed for couples who know the majority of what they want and have started the planning process, but they need a little extra help along the way. Whether it's attending meetings with your selected vendors, etiquette advice, planning ideas, coordinate what plans you have in place or assist with the smallest detail, Weddings and Events by Vivian will work with you along the way to bring your vision to reality. This package is perfect for couples who have less than 5 months of planning to complete.

This collection includes:

- **Unlimited** phone, email, and text communication **throughout** your planning process.
(From date contract is signed)
- 25% off for unique décor rentals: variety of easels, card boxes, variety of cake stands and platters, table numbers & holders, variety of votive candle holders (gold, silver, clear, champagne, knobby clear), cake knife set, variety of signage for the guest book table, cake table, memory table, favors table, etc. Variety of glass cylinders, lanterns, and other glass items that can be used for centerpieces. Additional items will be added to the inventory list. **Please note: Florals and/or greenery are not provided**
- Provide up to 6 hours of face-to-face and/or Facetime wedding planning meetings with you or your vendors. Time can include "Save-the-Date", invitation assembly, RSVP tracking, one additional venue walkthrough and wedding week errands.
- Provide vendor referrals.
- Make vendor appointments.
- Etiquette advice.
- Ceremony & reception floorplan designs.
- Coordinate rehearsal (up to 2 hours). **Does NOT include rehearsal dinner coordination.**
- Up to **12 hours** of service on the wedding day.
- Includes all details in THE GRACE COLLECTION

Ask about assistance with your rehearsal dinner or next-day brunch.

***All packages require a non-refundable payment
and signed contract to hold your date.***

Payment plans are available.



The Grace

Wedding “Month Of” Management Collection: Investment begins at \$1500

This collection is for the bride who prefers to manage everything throughout the planning journey but needs assistance on her special day. Weddings and Events by Vivian will step in a month before the wedding to go over a check list with the bride making sure details are not missed. The purpose of this package is to allow couples to enjoy time leading up to the wedding with friends and family.

This collection includes:

- **Unlimited** phone, email, and text communication **30 days** before the wedding.
- Coordinate rehearsal (up to 2 hours). **Does NOT include rehearsal dinner coordination.**
- Coordinate wedding day events for up to **10 hours** (*pre-ceremony activities, ceremony, cocktail hour, reception, etc*)
- Meet prior to the wedding in person or Facetime (if out of the Triad area) to discuss wedding details & obtain vendor information.
- Contact venue, vendors, and special help to confirm all details and logistics prior to the wedding.
- One venue walk-through to finalize ceremony location and reception details.
Confirm table layout, placement for food, cake, DJ, bar, exit location for bride and groom, etc.
- Confirm rain plan with venue.
- Full use of 2 well stocked “Wedding Day Emergency Kits.”
 - One kit for the girls (**includes handheld clothes steamer**) & one kit for the guys
- Create wedding ceremony and reception timelines.
 - Note: Timelines may not be ready until 7-10 days prior to the wedding date
- Direct point of contact for vendors, family members and bridal party on the wedding day.
- Coordination and direction of wedding day set up.
Oversee vendors setting up as the bride has instructed for the ceremony, cocktail hour, and reception
- Set up of bride’s personal décor.
 - *Signs, guestbook, candles, programs, menus, place cards, photos, favors as well as flowers brought over from the rehearsal dinner to be utilized throughout the reception location as additional décor*
- Distribute bouquets, boutonnieres/pins, corsages to the appropriate person.
Assist with pinning boutonnieres/pins and corsages as needed.
- Direct guests to cocktail hour and reception. Assist guests to find correct seating or assigned table.
- Manage reception and handle any issues that arise.
- Distribute final payment and/or tips to vendors at the end of the event (if applicable)
- Pass out sparklers, bubbles, confetti, etc. to guests for the bride and groom’s exit **within the 10-hour window.**
- Distribution of centerpieces and additional greenery and flowers as indicated by the bride after the bride and groom exit the venue **within the 10-hour window.** (Example: give to family and friends)
- Place all gifts, cards, and décor provided by the bride (signs, guestbook, candles, programs, menus, place cards, photos, cake topper, favors, etc.) securely in designated vehicle for departure within the **10-hour window.**
- Oversee breakdown of the venue by the vendors within **the 10-hour window.**
- **Note: There is a charge for rentals with “The Grace Collection.”**
- **Florals and/or greenery are not provided.**



The Kate

Custom Collection

Weddings are all unique and special in their own way.

Weddings and Events by Vivian will be happy to customize a collection based on your specific requirements.

Additional Services Available:

- Designing a custom wedding website \$75
- Extra planning meetings \$75/hour
- Custom seating chart design \$130 (includes printing for up to 130 guests on a 20"x30" hard board & easel)
- "Welcome" sign design \$75 (includes printing on a 20"x30" hard board)
- Guest list and RSVP management \$100
- Errands before and after the wedding (inquire for pricing)
- Graphic design services for "Save-the-Dates," invitations, thank you notes, programs, place cards, (Inquire for pricing)
- Assembling and mailing of "Save-the-Dates" and Invitations (inquire for pricing)
- Welcome bags for out-of-town guests (create and deliver, inquire for pricing)

Courtney Paige Photography



Ask about assistance with your rehearsal dinner or next-day brunch.

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Payment plans are available.



Items that **MAY** increase the basic collection investment are:

1. Additional staff - One assistant is included in all package collections.
2. Weddings over 125 guests (an extra assistant is needed for set up and guest management) This assistant is not typically needed for the whole day. Average time is planner's arrival time through cocktail hour.
3. Room flips (\$100 per flip)
 - Examples: Room is set up for ceremony then flipped for the reception = 1 flip = \$100
 - Room is set up for ceremony then flipped for the reception then flipped for dancing/entertainment space = 2 flips = \$200
4. Holiday weekends (\$200)
5. Performing server/catering duties along with catering staff (\$300)
 - Example: caterer has a shortage of staff or no staff.
 - Caterer informs planner that they do not bus tables
6. Performing florist duties.
 - Example: table centerpieces are not assembled by the florist.
 - \$300 plus extra time fee needed
7. Weddings with heavy and/or extensive DIY décor set up and/or breakdown (depends on project) Additional staff and/or rental equipment may be needed.
9. Travel fee to venue/church outside of the Triad area (Greensboro, High Point, Winston-Salem, NC.) This fee is based on the planner's home/work address to the venue/church. Three round trips are commonly needed. Walk-thru, rehearsal practice, and day of wedding. 45 miles are included in each package. Any additional time each way is calculated at \$.62 ½ cents per mile.
10. Accommodation reimbursement for out-of-town weddings. Includes meals.
11. Additional hours on wedding day can be added at \$75 per hour (includes planner's assistant)

THESE ADDITIONAL EXPENSES CAN BE ADDED AFTER THE CONTRACT AGREEMENT IS SIGNED.



Chelsea Renay Photography

