

UNCOMMON

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- SERVICES AND PRICING -

Wedding Coordination Package

\$1,800 for weddings in 2023 | \$2,000 for weddings in 2024

- An initial consultation meeting
- Collection of wedding details through our Wedding Details Form, including a phone call review with the client.
- In the month before the wedding, confirmation with all wedding professionals and venues
- Development of the wedding day timeline (\$200 value)
- Confirmation of final details with wedding professionals in the week of the wedding
- Final walk-through and meeting held at the reception venue (when possible) to review the timeline, layout, and general flow for the wedding day
- 1 onsite Lead Coordinator at the ceremony rehearsal
- 1 onsite Lead Coordinator on the wedding day, including arrival one hour before the photographer, setup, ceremony, reception, and breakdown (not to exceed 12 hours).
- An additional onsite Assistant Coordinator (up to 6 hours)
- Use of our Wedding Day Emergency Kit (\$350 value)
- Rain plan management (communication w/ vendors & use of 16 clear umbrellas - \$100 value)
- Facilitation of the wedding day timeline
- Limited ceremony and reception personal décor set up (Additional fee when more than one coordinator is necessary for setup. We cannot set up or transfer items for other vendors or take the place of another vendor. All items must fit into one utility wagon)
- Getting ready location visit, does NOT include a personal attendant
- Reception and site orientation for all on-site vendors
- Assistance with personal flowers (pinning boutonnieres, drying bouquets, etc.)
- Final lighting, sound, temperature, seating, and table check inspection
- Service as point person for all vendors and special guests
- Coordination of ceremony procession including communication w/ musicians
- Assistance to the photographer w/ timely after-ceremony pictures. The photographer maintains responsibility for creating the shot list, & capturing photos requested on the shot list.
- Collection of client personal items at the ceremony site
- Cues for vendors and hosts for special moments
- Orchestrate formal cake cutting, including cake pulls, and picture choreography
- Distribution of final payments/gratuities to vendors
- Coordination of special exit from the reception
- Collection of all client gifts and personal belongings, delivery to predetermined and agreed upon location (within 15 minutes of venue)

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Add-On Services

Wedding Planning Consultation \$500

An add-on service for clients that have purchased our wedding coordination package. This straightforward process will jump-start your planning efforts and give you all the insider information you'll need to plan the wedding YOU want. The coordinator will collect information from you, develop a custom recommendations report, and review it with you over a 2-hour virtual consultation. The consultation includes:

- Budget Review - Custom budget allocation and savings recommendations based on the results of the client's budget estimator results.
- Venue Recommendations - 1 recommendation for the getting ready location, hotel block, rehearsal dinner, and after party. 3 recommendations for ceremony or reception. Either your ceremony or your reception must be booked before we can book a planning consultation with you.
- Vendor Recommendations - 3 vendor recommendations for each vendor type requested by the client. (Some specialty categories will have fewer than 3 recommendations)
- Preliminary Timeline - Suggestions are made for a general timeline for the wedding day. Includes a basic PDF copy of the suggested timeline for setup, ceremony, and reception.
- Wedding Planning Checklist - Custom planning checklist curated for you based on your wedding date, location, and any unique elements planned.
- Organization Recommendations - Guidance on how to set up your organization system to streamline the planning process.
- Etiquette Advice - Guidance on etiquette considerations for the planning process and the wedding day.
- Project Management Worksheet – A Google Sheets workbook to keep all your plans professionally organized. It includes a Custom Wedding Planning Checklist (based on your date), Budget Tracker, Payment Tracker, Vendor Comparison Sheet, Venue Comparison Sheet, Guest List, and Packing List

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Detail Styling \$300

Our detail styling service guarantees that your custom details are showcased in their best light.

- Access to our collection of styling items(We have a variety of styling boards, spooled ribbon, ring boxes, hangers, vintage decorative items, and more for you to choose from.)
- Custom styling of your details for you
- Make selections one month before the wedding
- Personal details gathered on your wedding day
- Styling of up to vignettes for photo and video
- Collaboration with florist, photographer, and video to give those small details their big moment in your true love story

Project Management Workbook \$150

The professional project management system that we use for our Planning and Design clients. Use this Google Sheets workbook to keep all your plans professionally organized. Only available with another one of our packages, it includes the following:

- Custom Wedding Planning Checklist (based on your date)
- Budget Tracker
- Payment Tracker
- Vendor Comparison Sheet
- Venue Comparison Sheet
- Guest List
- Packing List

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Personal Attendant \$325

An add-on service for clients that have purchased our wedding coordination package. With this service, you're hiring your very own personal assistant for the wedding day. Have one of our professional assistant coordinators on site with you at your getting-ready location for up to 6 hours. They'll handle all your last-minute needs including:

- Early access to our emergency kit
- Cues for keeping photography and video on time
- Confirmation of transportation arrival and direction for loading wedding party and guests onto vehicles
- Setting out and refreshing water, coffee, tea, Champagne, and snacks while you're getting ready.
- Steaming the wedding dress & veil.
- Hanging the wedding dress by a window or in another visually appealing place so it can be photographed.
- Receiving breakfast or lunch orders.
- Run last-minute errands (within walking distance.)
- Facilitate the wedding-day gift exchange between the couple.
- Help the bride put on the wedding dress.
- Travel with the bride to the first look.
- Tote supplies for minor makeup and hair touch-ups between photographs during the first look.
- Pack up belongings and tidy up the bridal suite.
- Handle fashion emergencies, such as broken dress straps or missing buttons.
- Distribute tips manage parking payments to getting ready location vendors.

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Wedding Planning Package \$14,000

We start with creating a wedding design that is authentic to you, and then we put all the pieces in place to bring that concept to life. We guide you in selecting the perfect venues and wedding professionals for a cohesive wedding day. With this service, we request and review each proposal but you sign and pay your vendors directly.

- An initial consultation meeting
- Wedding Style Questionnaire – intuitive questionnaire to gather design concepts and logistical needs from the client
- Estimated budget proposal – a detailed estimate of all wedding expenses
- Design proposal – includes a color palette, detailed graphics, and custom illustrations to bring your one-of-a-kind love story to life
- Full Planning Consultation (as detailed above in Planning Consultation) - Tailored venue, vendor, etiquette, and timeline recommendations based on the wedding style and budget
- Wedding Project Management Suite – includes 1) Ultimate Planning Checklist 2) Shared Google Calendar 3) Guest List Manager 4) Electronic Filing System
- Bi-weekly Progress Emails – to keep us all on the same page about what is complete and what is ahead.
- Planning Tour – A 2-day guided planning tour to select your key venues and vendors. Led by your planner, you will liaise with the best vendors & venues in the New Orleans area to tailor a wedding aligned perfectly with your design.
- Ongoing Project Management – We will orchestrate a timely selection of wedding professionals, initiate contracts, update the budget, make suggestions for purchasing, handle ongoing communication, and manage upcoming deadlines.
- Final Walk-Through – A visit to the wedding venue(s) with the client and necessary vendors to review the overall setup and flow of the wedding day.
- Final Client Meeting – A planner and client meeting during the week of the wedding to review the timeline and details one last time before the wedding day.
- Detail Styling (as detailed above in Detail Styling)
- Wedding Coordination (as detailed above in Wedding Coordination Package)

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All-Inclusive Package \$20,000 Retainer

The highest level of service we offer is our turnkey, all-inclusive wedding package. After we collect your one-of-a-kind specifications, we'll determine your price per head. You pay us at specific milestones and we handle every contract, payment, supplier, and detail for your wedding. Your \$20,000 retainer applies to your overall payment to Uncommon Camellia.

- An initial consultation meeting
- Our wedding planning and design service as listed above
- Detailed design specifications
- Guaranteed price per head
- Curation of all venues and vendors
- Confidential booking (client can be unnamed to the vendors/venues)
- Management of up to 3 wedding week events
- Contract management, hiring, and payments to all contractors
- All access to our concierge team 7 days per week during the planning process
- 24/7 guest concierge service during wedding week

All-Inclusive Pricing:

Uncommon Camellia's fee for All-Inclusive is a markup percentage of the total cost of the project. The fee is calculated based on a markup of material costs, subcontractor labor, and any other extra costs that may arise. Our fee is between 10 – 20% of the project's total, depending on the size of the wedding. We will need the client's projected guest count before proposing the minimum price per head. This minimum is decided before booking but must be at least \$1,500 per head for this service offering.

After payment of the retainer of \$20,000, we will develop a design presentation. The client approves the design and we then create a detailed specifications list and a budgeted price per head that includes our fee. This list shows how all the funds will be allocated and exactly what is included in the price per head. The client then approves this price per head and pays us at specific milestones. The retainer payment is applied to the price per head. We handle all the contracts, hiring, and payments for the wedding. We do not cover the expenses related to wedding attire, airfare, travel, lodging, or the honeymoon.