something to

event planning + design since 2005

SAMPLE PROGRAMS AUSTIN & SAN ANTONIO	Wedding Coordination	Vendors and Design	Full Planning	Every Little Detail
BEFORE				
Unlimited Email	\checkmark	\checkmark	\checkmark	\checkmark
Unlimited Scheduled Phone Calls			\checkmark	\checkmark
Planning Meetings	2	4	4	4
Planning Timeline	\checkmark	\checkmark	\checkmark	\checkmark
Wedding Budget		\checkmark	\checkmark	\checkmark
Design Creation and Vendors		\checkmark	\checkmark	\checkmark
Venue Guidance			\checkmark	\checkmark
Venue Liaison			\checkmark	\checkmark
Vendor Guidance:		\checkmark	\checkmark	\checkmark
Officiant, Caterer, Dessert/Cake, Photographer, Videographer,		\checkmark	\checkmark	\checkmark
Musicians (ceremony, cocktail hour, reception), Hair and Makeup,		\checkmark	\checkmark	\checkmark
Novelty Vendors (photo booth, cigar roller, etc.)		\checkmark	\checkmark	\checkmark
Hotel Block Planning		\checkmark	\checkmark	\checkmark
Transportation Coordination		\checkmark	\checkmark	\checkmark
Bridal Attire Selection				\checkmark
Family Attire Selection				\checkmark
Wedding Party Attire Selection				\checkmark
Bridal Portrait Assistance				\checkmark
Wedding Website				\checkmark
Wedding Registries				\checkmark
Wedding Party Gifts				\checkmark
Seating Assignments				\checkmark
Wedding Favors			\checkmark	\checkmark
Hotel Welcome Bags			\checkmark	\checkmark
Hotel Wedding Concierge				\checkmark
Wedding Week Guide Book				\checkmark
Wedding Week Activities				\checkmark
Rehearsal Dinner Planning				\checkmark
Honeymoon Planning				\checkmark
RSVP Management			\checkmark	\checkmark
Etiquette Guidance	\checkmark	✓	✓	√
Vendor Recommendations	\checkmark	✓	✓	√
Itinerary Creation	\checkmark	✓	✓	√
Layout Creation	\checkmark	✓	✓	\checkmark
Task List Creation	\checkmark	√	\checkmark	√
Wedding Party Packet	\checkmark	√	\checkmark	√
Vendor Packet	\checkmark	\checkmark	\checkmark	\checkmark
DURING				
Rehearsal	✓	<u> </u>	✓	
Wedding Set-up, Execution, and Breakdown	✓	<u> </u>	✓	√
Personal Flower Distribution	<i></i>	<u> </u>	✓	<u> </u>
Emergency Kit	✓	<u> </u>	✓	√
Vendor Management	<i></i>	√	√ 	
Timeline Management	√ 	√	√ (✓
Wedding Dress Assistance	√ 	√	√ (✓
Two Team Members on Wedding Day	\checkmark	\checkmark	\checkmark	\checkmark
AFTER	1			
Wrap-up Meeting Post Wodding Brunch Planning	✓	✓	✓	<u> </u>
Post-Wedding Brunch Planning				√
Returning Small Rentals	40.075		h	
	\$2,850	\$6,380 + 20% Design Vendors	\$9,030 + 20% Design Vendors	\$16,890 + 20% Design Vendors

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