

# WHITE RABBIT EVENTS

- planning & coordination -





## Intimate Wedding Coordination

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Planning an intimate wedding? Get the perfect day you deserve without the stress! We'll take care of the detail, so you can be worry-free & enjoy your special day.

*price* 750

## Day of Coordination

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The perfect solution for hands-on couples, so you can rest assured knowing your wedding will run exactly how you painstakingly planned. Let us handle all the details & logistics, so you can focus on the best moments with your loved ones.

*price* 1150

## Month of Coordination

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Looking for a little extra support in months leading up to your wedding? Let us help you take care of the last minute wedding details so you can have a stress-free wedding.

*price* 1450

## Partial Planning

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Get the perfect balance of DIY & professional planning. We provide you with expert guidance on the key elements and the nitty-gritty details of your wedding. Our expertise will allow you to create your dream wedding in a fraction of the time!

*price* 2300

## Full Service Planning

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Let our experienced team of professionals handle all the details for you, from the design to vendor selection. We'll provide you with expert guidance at every step, so that you and your fiancé can spend less time worrying and more time enjoying your engagement. With our experienced team, you can rest easy knowing that we've got you covered.

*price* 3900

## Custom Packages

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Don't see a package that fits your unique needs? We provide custom packages tailored to your suit wedding needs & budget. Contact us today to start designing your package.





# Intimate Wedding Coordination

Available for weddings under 70 guests only

## PRE-WEDDING

- Access to our wedding planning software starting 30 days prior to wedding
- Receive a wedding planning checklist
- One Timeline Planning Meeting up to 30 days prior to wedding
- Venue walk-through up to 30 days prior to wedding
- Creation of a detailed wedding itinerary & floor plan
- Confirmation of all event details with vendors
- Delivery of itinerary & floor plan to all vendors
- Delivery of itinerary to wedding party & family
- Personalized vendor recommendations
- Guidance for wedding FAQs

## WEDDING DAY (8 Hours of Coverage)

- Set up feature tables, escort cards, place cards, & signage
- Acts as liaison between wedding party, family, venue & vendors
- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Management of timeline & flow of events
- Stay in communication with all vendors
- Oversee set up & tear down
- Assist photographer with photos, as needed
- Use of Wedding Emergency Kit

## CEREMONY

- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception

## COCKTAIL HOUR & RECEPTION

- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off
- Gather clients décor to hand off to assigned person

*price* 750

Add on Rehearsal Coordination: \$150

Add on Assistant Coordination (6 hours): \$180

Additional hours of coverage: \$150 per hour (Max two hours)



# Day Of Coordination

## PRE-WEDDING

- Unlimited contact via email
- Access to our wedding planning software starting 30 days prior to wedding
- Receive a wedding planning checklist
- One Timeline Planning Meeting up to 30 days prior to wedding
- Venue walk-through up to 30 days prior to wedding
- Creation of a detailed wedding itinerary & floor plan
- Confirmation of all event details with vendors
- Delivery of itinerary & floor plan to all vendors
- Delivery of itinerary to wedding party & family
- Personalized vendor recommendations
- Guidance for wedding FAQs

## WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Collect decor, vendor tips, & marriage license to bring to venue

## WEDDING DAY (9 Hours of Coverage)

- One Assistant Coordinator (6 hours)
- Set up feature tables, escort cards, place cards, & signage
- Acts as liaison between wedding party, family, venue & vendors
- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Management of timeline & flow of events
- Stay in communication with all vendors
- Oversee set up & tear down
- Assist photographer with photos, as needed
- Use of Wedding Emergency Kit

## CEREMONY

- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception

## COCKTAIL HOUR & RECEPTION

- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off
- Gather clients décor to hand off to assigned person

*price* 1,150

Additional hours of coverage: \$150 per hour (Max two hours)



## Month Of Coordination

### PRE-WEDDING

- Unlimited contact via email
- Monthly check-in emails
- Access to our wedding planning software starting 60 days prior to wedding
- Receive a wedding planning checklist
- Two Planning Meetings up to 60 days prior to wedding
- Venue walk-through up to 60 days prior to wedding
- Creation of a detailed wedding itinerary & floor plan
- Confirmation of all event details with vendors
- Delivery of itinerary & floor plan to all vendors
- Delivery of itinerary to wedding party & family
- Personalized vendor recommendations
- Guidance for wedding FAQs
- 5% off White Rabbit Events rentals

### WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Collect decor, vendor tips, & marriage license to bring to venue

### WEDDING DAY (10 Hours of Coverage)

- One Assistant Coordinator (8 hours)
- Set up feature tables, escort cards, place cards, & signage
- Acts as liaison between wedding party, family, venue & vendors
- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Management of timeline & flow of events
- Stay in communication with all vendors
- Oversee set up & tear down
- Assist photographer with photos, as needed
- Use of Wedding Emergency Kit

### CEREMONY

- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception

### COCKTAIL HOUR & RECEPTION

- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off
- Gather clients décor to hand off to assigned person

*price* 1,450

Additional hour of coverage for \$150 (Max two extra hours)



## Partial Planning

### PRE-WEDDING

- Unlimited contact via email
- Monthly check-in emails
- Access to our wedding planning software
- Receive a wedding planning checklist
- Four Planning Meetings
- Attendance at four vendor meetings
- Attendance at one menu tasting
- Attendance at one cake tasting
- Venue walk-through up to 60 days prior to wedding
- Creation of wedding budget
- Budget guidance
- Design & decor suggestion & guidance
- Contract review
- Creation of a detailed wedding itinerary
- Creation of a detailed floor plan
- Confirmation of all event details with vendors
- Delivery of itinerary & floor plan to all vendors
- Delivery of itinerary to wedding party & family
- Personalized vendor recommendations
- Guidance for wedding FAQs
- 10% off White Rabbit Events rentals

### WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Collect decor, vendor tips, & marriage license to bring to venue

### WEDDING DAY (12 Hours of Coverage)

- One Assistant Coordinator (9 hours)
- Set up feature tables, escort cards, place cards, & signage
- Acts as liaison between wedding party, family, venue & vendors

### WEDDING DAY (Continued)

- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Management of timeline & flow of events
- Stay in communication with all vendors
- Oversee set up & tear down
- Assist photographer with photos
- Use of Wedding Emergency Kit

### CEREMONY

- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception

### COCKTAIL HOUR & RECEPTION

- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off
- Gather clients décor to hand off to assigned person

*price* 2,300

Additional hour of coverage for \$150 (Max two extra hours)



## Full Planning

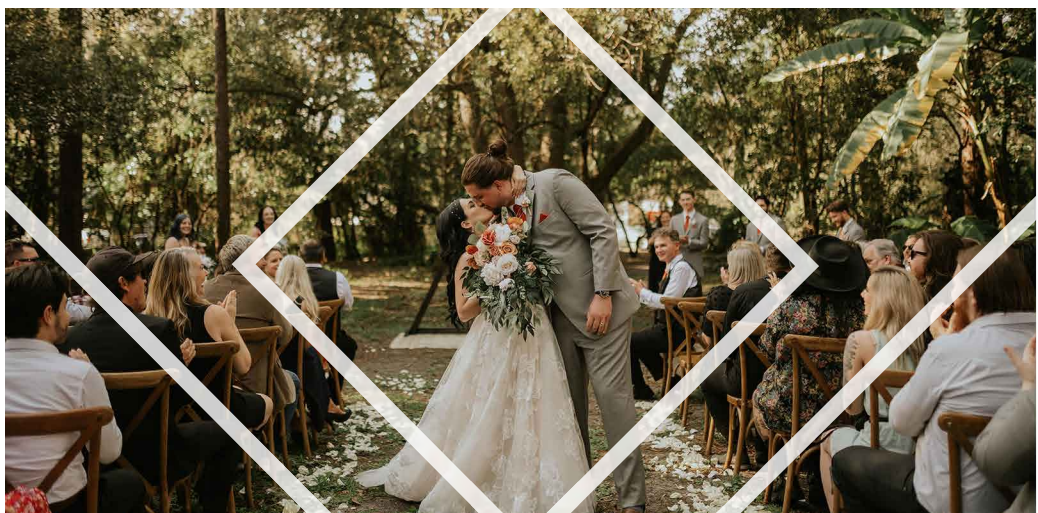
### PRE-WEDDING

- Unlimited contact via email
- Monthly check-in emails
- Access to our wedding planning software
- Receive a wedding planning checklist
- Unlimited Planning Meetings
- Unlimited attendance at vendor meetings
- Unlimited attendance at menu & cake tastings
- Booking & attendance at bridal shop appointments
- Venue walk-through up to 60 days prior to wedding
- Creation of wedding budget & budget guidance
- Venue research, tour attendance, & selection assistance
- Creation & development of full wedding design & decor concept
- Stationary design assistance
- Research & secure all vendors
- Contract review & negotiations
- Pre-wedding celebration guidance
- Rehearsal Dinner location research & selection assistance
- Tracking & managing RSVPs
- Negotiate hotel rates & set up room blocks
- Transportation arrangements
- Assembly & delivery of welcome baskets
- Management of vendor appointments
- Hair & makeup trial arrangements
- Wedding party attire management
- Picking up & dropping off wedding attire (in Central Florida only)
- Creation of a detailed wedding itinerary & floor plan
- Confirmation of all event details with vendors
- Delivery of itinerary & floor plan to all vendors
- Delivery of itinerary to wedding party & family
- Personalized vendor recommendations
- Guidance for wedding FAQs
- 15% off White Rabbit Events rentals



### WEDDING REHEARSAL

- Coordinate ceremony rehearsal (1 hour)
- Collect decor, vendor tips, & marriage license to bring to venue
- One Assistant Coordinator to attend





## Full Planning continued

### WEDDING DAY (All Day Coverage)

- Two Assistant Coordinators (9 hours per assistant)
- Set up feature tables, escort cards, place cards, & signage
- Acts as liaison between wedding party, family, venue & vendors
- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Management of timeline & flow of events
- Stay in communication with all vendors
- Oversee set up & tear down
- Assist photographer with photos, as needed
- Use of Wedding Emergency Kit

### CEREMONY

- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception

### COCKTAIL HOUR & RECEPTION

- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off
- Gather clients décor to hand off to assigned person

*price* 3,900





## Ceremony & Rehearsal Coordination

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- Two hours of coverage on wedding day
- Coordinate ceremony rehearsal (1 hour)
- Collect ceremony decor & marriage license to bring to venue
- Check-in ceremony vendors & provide them directions & guidance
- Oversee ceremony set up
- Set up of ceremony featured tables
- Reserve designated seats
- Distribute bouquets, flower basket, & ring pillow
- Pin on boutonnieres
- Assist Bride with wedding gown train
- Direct ushers
- Line up & cue wedding party & musicians/DJ
- Give marriage license to officiant
- Make sure the appropriate person has rings and/or vows
- Collect décor items & repurpose them at the reception
- Gather clients ceremony décor to hand off to assigned person

*price* 350

## Vendor & Setup Coordination

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- Four hours of coverage on wedding day
- Creation of setup itinerary & floor plan
- Delivery of itinerary & floor plan to vendors
- Set up feature tables, escort cards, place cards, & signage
- Check-in all vendors & provide them directions & guidance
- Distribution of vendors tips & final vendor payments
- Oversee set up

*price* 450

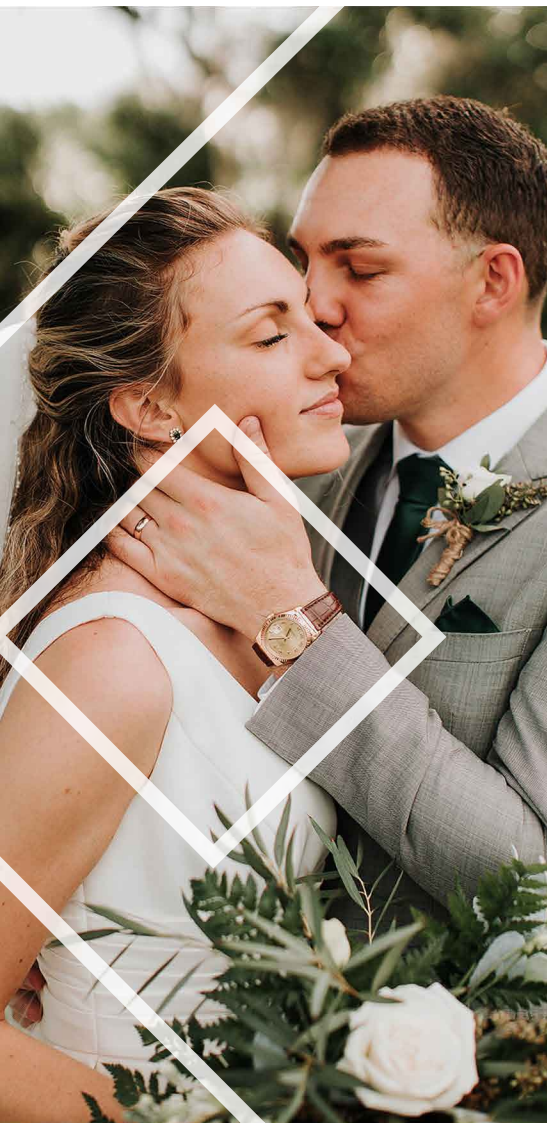
## Cocktail Hour & Reception Coordination

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- Five hours of coverage on wedding day
- Acts as liaison between wedding party, family, venue & vendors
- Management of timeline & flow of events
- Distribution of vendors tips & final vendor payments
- Stay in communication with all vendors
- Assist photographer with photos, as needed
- Assist with bustle of the wedding gown
- Line up & cue the wedding party for Grand Entrance
- Cue band/DJ & wedding party/family for important events
- Ensure Bride has garter & toss bouquet
- Set up & provide guidance for cake cutting
- Manage the send-off

*price* 500





## Budget Assistance

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- One Budget Meeting
- Detailed personalized budget spreadsheet
- Budget-based personalized vendor recommendation

*price* 250

## Wedding Design & Decor Planning

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- One Design Meeting
- Creation & development of full wedding design & decor concept
- Creation of floor plan
- Unlimited access to our online decor & floor planning software
- Research & secure all floral & rental vendors

*price* 450

## DIY Wedding Setup & Teardown

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- Two Setup Coordinators (3 hours pre-ceremony & 1 hour of breakdown)
- One setup & tear down meeting
- Set up & tear down of all decor items including centerpieces, linens, chargers, flatware, glassware, plates, pre-arranged florals, & more

*price* 475

Add a additional team member for table & chair set up for \$180

## À La Cart Services

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Contract Review	<i>price</i> 200
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Rehearsal or Welcome Dinner Planning	<i>price</i> 800
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Engagement Party or Bridal Shower Planning	<i>price</i> 800
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Hotel Room Block Arrangements	<i>price</i> 250
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Bachelor or Bachelorette Party Planning	<i>price</i> 700
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Planning Meeting	<i>per hour</i> 125
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