



Event Portfolio

**Anniversaries *Baby Showers *Birthday Parties *Bridal Showers *Engagement Parties *Fundraisers *Themed Events *Weddings*

By: Debora Hill

Wedding Packages

Package # 1 Starting at \$1,050.00

DAY OF COORDINATION

- Initial Consult
- Vendor Recommendations
- Reviewing of Vendor Contracts
- Unlimited Communication 12 weeks prior to event (text, emails, and phone calls)
- Finalize detail with selected vendors two weeks prior your wedding day
- Being the liaison between vendors & clients
- Creating a detailed wedding day timeline & coordinating reception detail
- Create an itinerary for selected vendors
- Keep event day emergency kit on hand and available
- Disbursement of final payment & gratuities to select vendors
- Placement & coordination of all rental items
- Placement of all ceremony personal items
- Placement of all reception personal items
- Bustling of dress
- Wedding rehearsal coordination & assistance
- Floral distribution of bouquets, corsages, pinning of boutonniere and filling of flower girl petals
- Assistance of seating guests
- Organization and coordination of wedding party
- Main contact of all wedding party, vendors, and venue coordinator for two days

Package # 2 Starting at \$1,250.00

PARTIAL PLANNING & DAY OF COODINATION

Everything included in the day of coordination, as well as:

- Assistance with wedding design and layouts
- Budget advise
- Assistance with placement of ceremony & reception décor
- Review and detail seating chart with bride and venue coordinator
- Assistance with all personal items to designated party





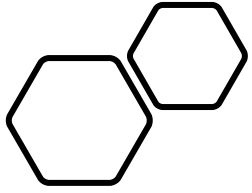
Wedding Packages

Package # 3 Starting at \$2,250.00

FULL WEDDING PLANNER PACKAGE

Includes Day of Coordination and Partial Planning

- Overseeing of wedding budget and budget/payment updates up to wedding day
- Arrangement of appointments with vendors
- Assistance with Menu Development, Split Entrée Management and meal coding on place cards
- Attendance of all vendor meetings, negotiations and contracts
- Assistance with invitation details
- Coordinate and handle negotiations with venue
- Assistance with place cards, reserved tables, table numbers and assigned seating chart
- Assisting with the creation of your personalized wedding website
- Event design and layout
- Assistance with all rental items
- Wedding night hotel room set up



Specialty Add-On's

- Bridal Shower set up, Invitations, Decorating and clean up
- Day after Brunch set up, Invitation, Decorating, Catering details, Service and clean up
- Bling Champagne or Wine bottles with Personal labels attached
- Personal and Unique Centerpieces
- Outside Lighting Packages
- Red Carpet Packages with Roping
- Vintage Furniture Rental
- Cigar Bar set ups with Cigars, Lighters, Cutters and Signage
- Personalized Signage
- Pallet Signage
- Decorative Menu or Thank You Notes for Each Place Setting
- Kids Table with Gift Bags, Themed Cookies with their Names and Apple Cider with their Own Special Cup



Rentals

- Linens: Table Clothes, Overlays, Runners and Napkins
- Mirrors, Wooden Pieces, Candles, Vases, Bird Cages and Lanterns
- Candelaria's Crystal Cup Cake Holders, Chandeliers and Easels
- Cake Stands, Hanging Cake Stand and Wooden Cupcake Stands
- Blackboards/chalk board Signage, Mini Frames, Picture Frames and Large Decorated Framed Blackboards
- Pipe and Draping, Specialty Design Drapery, Unity Candles, Chair Covers, Sashes, Bling, Flower and Personally Unique Broach Pins
- Chargers, China, Glasses, Champagne Flutes, Water Glasses, Water Pitchers, Silverware, Wine Glasses, Mini Beer Pitchers and Specialty Bling Wedding Party Flutes
- Specialty Cake Cutting Sets, Flag Stands, Hanging Hooks, Planter Boxes, Votives, Buckets, Teacups & Pots, Arbors and Benches
- Succulents, Greenery, Florals, Garlands and Flats of Flowers

**** All Wedding & Event Clients receive 20% off Rental Costs ****

