



EVENT PLANNING SERVICES

Weddings

"The BFF Experience": Full Wedding Coordination - Starting at \$5300*

This package is best for the couple who wants a professional to take the reins, eliminate the stress, and coordinate their entire wedding. From beginning (no earlier than 18 months before tentative wedding) to end, this package includes the following:

- Coordination of Event beginning the day Agreement is signed and deposit is received
- **FREE** Virtual Wedding Guidebook (after deposit is received)
 - o *Sabrina will help maintain and update all items in this virtual guidebook*
- Budget management and payment tracking
- Venue selection (including accompanying to up to 3 tours, no more than 90 mins each)
- Vendor selection & coordination (including accompanying to up to 2 meetings, per vendor type, no more than 90 mins each)
 - o *Sabrina will accompany to up to (2) vendor meetings, per vendor type, after selections are made and before day of Event.*
- Invitation Vendor & RSVP coordination
 - o *This does not include printing, mailing, or cost of invitations; this line item refers to assisting Client in selecting invitations (style, vendor), budgeting cost of invitations, providing guest list template for tracking invitations and RSVPs, & allowing RSVPs to be mailed to Lillie Jane Designs (P.O. Box) for tracking by your Planner. For full invitation services, please see **Invitation Planning & RSVP Coordination Package** below under 'A La Carte Options'*
- Design Coordination (i.e., theme, colors, & décor) **includes full Design & Décor Planning package*
 - o *Includes Event Mood Board, including theme & color selection*
 - o *Décor selection, including table linens, chairs, centerpieces, & florals*
 - *Décor cost is subject to the supplying vendor and the responsibility of the Client. Cost of décor is not included in this package.*
 - o *Décor/rental vendor coordination*
 - o *Décor planning appointments, as needed*
- Wedding Website Management
- Floor plan, seating, and itinerary/timeline coordination
- Coordination and leading of Rehearsal (up to 1 hour during week prior to Wedding)
- **Full day-of coordination, for up to 12 hours, by Lead Planner + (1) Event Assistant** including: vendor deliveries, décor setup & clean-up, itinerary management throughout Event, assisting with collection of gifts, and guests exit
- Interception of any issues on day-of Wedding
- Monthly planning meetings (as needed outside of vendor appointments)
- Unlimited emails and call/text availability (calls/text subject to approved hours noted in contract; response times may vary)

"The Final Touch": Month-of Coordination - Starting at \$1800*

This package is for the couple who's already selected the vendors, theme, dates, and just about everything else for their wedding, but needs a little help at the very end to pull it all together for an easy, breezy wedding day!

Package includes the following:

- Coordination of Event beginning the last 30 days before the Event date
- *FREE Virtual Wedding Guidebook* (after deposit is received)
- Final calls and payment coordination with Event vendors
 - o *Vendor services and fees subject to their individual Agreements. Payments are the responsibility of Client(s).*
- (2) in-person consultations (or virtual if long distance planning) with Client(s) of no more than 90 min each
 - o *Consultations may be combined for a maximum total of 3 hours*
 - o *Includes visit to Event venue*
- Unlimited emails and text availability for quick/simple questions (calls/text subject to business hours noted in contract; response times may vary)
 - o For additional planning assistance, see *Virtual Genie Subscription* below for 1-hr a la carte planning meetings.
- Day of Event itinerary/timeline
- Floor Plan
- Coordination and leading of Rehearsal (up to 1 hour during week prior to Wedding)
- **Full day-of coordination, for up to 10 hours, by Lead Planner + (1) Event Assistant** including: vendor deliveries, light décor setup & clean-up (i.e., place settings, centerpieces, signage, etc.), itinerary management throughout Event, assisting with collection of gifts, and guests exit
- Interception of any issues on day-of Wedding
- Here for the newlyweds to make the most enjoyable event as possible!

****This package does not include the hiring of or any consultations with vendors. A Vendor Options list will be included in the Virtual Wedding Guidebook provided after deposit is received.****

**Starting prices above based on event of up to 150 guests & venue within 30 miles of 77058. Additional guests &/or venue outside of this mileage subject to additional fees.*

***All weddings require a non-refundable deposit of 25% of the total cost of services to reserve date. Remaining payments may be split into up to three separate payments. **Full Coordination** services require a minimum of two equal payments after deposit is made. All remaining payments must be made no later than **60 days before event**. If event is booked within 60 days, total cost of services is due at booking.*

A la Carte Options

“Virtual Genie Subscription”: Virtual Planning Check-Ins - \$55 per meeting

Are you a DIY bride or groom, an organized go-getter who's ready to conquer your own wedding planning...but just want a professional to check in with to make sure you're staying on track for your dream day? These a la carte check-ins are just what you need!

- A la carte online check-in meeting with a Lead Planner
- 1-hour of checklist/timeline updates, brainstorming, & Q+A – dedicate your meeting to whatever assistance you need whether it be a general check-in, vendor contract review, design help, or anything you're stuck on in your planning journey
- Virtual Wedding Guidebook
- Subscription to LJD client-exclusive email list (*including wedding industry + COVID updates, special vendor discounts, & great tips*)
- **Month-to-month payments with monthly cancellation option**
- [Sign up here!](#)

Gold Infinity Arch Rental (8ft) – \$150



Design & Décor Planning – \$840

This is the perfect package for any event in need of some creative guidance. The client has all of the planning details covered, but can't settle on how to bring their event to picture-perfect life. Package includes:

- Wedding Design Mood Board, including theme & color selections
- Décor selection, including table linens, chairs, centerpieces, place settings, & florals
 - o *Décor cost is subject to the supplying vendor and the responsibility of the Client.*
- Décor/rental, floral, and signage vendors coordination
- Use of LJD glass cylinder vases & candles, gold hoop centerpieces, small lanterns, table numbers, small signs, & any other décor available at time of wedding (*damage deposit check or credit card authorization form required*)
- Décor planning appointments, as needed
- **Additional 2 hours** of day-of coordination for décor setup and teardown

Invitation Planning & RSVP Coordination – \$480 (+\$25 per addtl 50 guests above 150)

(full payment due before services begin)

The entire wedding invitation process can be messy and stressful! Let us simplify that process and make sure all of your important guests attend your special day! Services in this package include:

- A Guests List template to track all invitees & RSVPs
 - o including all invitees' contact info, addresses, RSVPs, & any dietary restrictions
 - o *Invitees & their coordinating contact information must be provided by Client*
- Coordination of invitation set
 - o Includes assistance in selecting the right invitation for your wedding and (if not provided by seller) the printing, packing, and mailing of all invitations
 - o *Does not include the cost of the invitation set/supplies (such as envelopes) or postage. Costs of invitation set/supplies & postage remain Client's responsibility and will be billed accordingly.*
- Tracking of all RSVPs (by using LJD P.O. Box as return address) and following up with each unanswered invitation (via (1) email & (1) phone call, as needed)
- Providing you with final guest count, including any 'plus 1's' and/or meal restrictions, no later than 14 days prior to wedding day
 - o *We are not responsible for any RSVPs not communicated to us and/or late RSVPs after the 14 days prior to wedding day.*

Other Celebratory Events

Petite Events *(Non-wedding events, up to 50 guests) – Starting at \$1400*

This package works best for those significant birthday celebrations, engagement or anniversary parties, **bridal** or baby showers, graduation parties, or other small, but memorable events. Package includes:

- Coordination of Event beginning the day Agreement is signed and deposit is received
- Design & décor coordination, based on theme & budget
 - o *Includes décor, linens, & other accessories (subject to availability)*
- Invitation & RSVP coordination
 - o *Cost of invitation set &/or packaging & shipping is the responsibility of the Client*
- Floor plan, seating, and itinerary/timeline coordination
- Hosting of event for up to 4 hours, including setup (*teardown not included unless otherwise stated in Agreement*)

Client is responsible for the purchase and/or payments of venue, items from vendors, and décor (not owned by LJD), unless otherwise stated in Agreement.

Intimate Events *(Non-wedding events, up to 16 guests) – Starting at \$700*

This package is meant for the small, intimate gatherings like celebratory or holiday dinner parties, **bachelor** or **bachelorette parties**, or other private events. Package includes:

- Coordination of Event beginning the day Agreement is signed and deposit is received
- Design & décor coordination, based on theme & budget
 - o *Includes décor, linens, & other accessories (subject to availability)*
- Invitation & RSVP coordination
 - o *Cost of invitation set &/or packaging & shipping is the responsibility of the Client*
- Floor plan, seating, and itinerary/timeline coordination
- Hosting of event for up to 4 hours, including setup (*teardown not included unless otherwise stated in Agreement*)

Client is responsible for the purchase and/or payments of venue, items from vendors, and décor (not owned by LJD), unless otherwise stated in Agreement.



We are always honored to support a great event! Contact via phone or email to set up a complimentary consultation and discuss the needs and budget of your next event, including any listed below:

- Corporate Events (holiday parties, retreats, award ceremonies, etc.)
- Anniversary Parties / Vow Renewals
- Engagement Parties
- Fundraisers / Galas
- Quinciñeras & Large Birthday Parties

Pricing may differ per event. Prices based on size of event, location, and other differing factors. Please contact us via email or phone for a consultation and quote specific to your event!