

SERVICES

Phone Consultation

Vendor Selection and Management

- Custom Vendor List Based on Style and Budget
- Includes Contract Review and Negotiation
- Source Vendor Quotes
- On Site Meetings with Vendors

Budget Management

- Organize Overall Budget
- Keep Track of Vendor Payments

Invitation Management

- Create Master Invite List
- Send out Invitations
- RSVP Management

Wedding Website Design

- Creation of Wedding Website including Schedule, Directions, Registry and RSVP's

Wedding Checklist

- Monitor Client Deadlines to Keep on Track

Arrangement of Guest Accommodation

- Source Airbnb or Hotel Room Blocks and Discounts for Guests

Monthly Phone Meetings

Event Design

- Create Mood Board
- Space Planning
- Rental + Décor Selection
- On Site Design Meeting

Rehearsal Dinner + Brunch Planning

- Vendor Recommendations
- Timeline
- Layout
- On-Site Coordination

Month-of

- Venue Walkthrough
- Space Planning and Layout
- Creation of Master Timeline and Distribution
- Creation of Elements List
 - Rehearsal Direction
 - Day-of Coordination
- Facilitate Vendor Arrival and Set Up
- Decor Set Up
- Coordinate for Duration of Event
- Collection of Personal Items
- Supervise Vendors and Property Clean Up
- Includes One Assistant

Packages start at \$4,000

All of our services are customizable