



## WOHLFEIL EVENTS LLC EVENT MENU

### **Event Design:** *Package starts at \$1,200*

- Initial consultation and 2 pre-event meetings
- Event design proposal with recommendations including:
  - o Color palettes
  - o 1-2 Invitation recommendations
  - o Ceremony décor
  - o Cocktail hour décor
  - o Reception table scape design
  - o Floor plan inspiration
  - o Linen colors and textures
  - o Attire recommendations
  - o Favors
  - o Cost estimates
  - o Full list of vendors and resources
  - o Timeline Recommendations
- 16 hours of work (this is average, price may vary if more hours are required).
- Event design proposal review via phone or video
- One round of edits based on feedback during review
  - o Any additional edits are subject to a fee

### **Wedding Day-of Coordination:** *Package starting at \$1,800*

- Initial consultation and 3 pre-event meetings
- 18 hours on Wedding Day and 12 hours of prep work (this is average, price may vary if more hours are required).
- Unlimited phone and email communication (within business hours)
- Recommendations on vendors, wedding etiquette, and wedding related questions
- Creation of minute-to-minute wedding timeline starting 2 months out (or less)
- Communication with vendors and details 1 month and 2 weeks out
- Point of contact for vendors day of and day before wedding
- Orchestration of ceremony rehearsal
- Set-up of all décor that is not setup by a vendor
- Tear down of decor



**Partial Wedding Planning:** *Package starting at \$2,500*

- Initial consultation and 6 pre-event meetings
  - o 1 day of venue touring included, any more that may be needed can be subject to additional fee.
- 18 hours on Wedding Day and 21 hours of prep work (this is average, price may vary if more hours are required).
- Event Design Proposal with 10 pages of décor and design recommendations, including the following:
  - o color palette
  - o 1-2 invitation suite recommendations
  - o Ceremony decor
  - o Cocktail hour decor
  - o Reception tablescape design
  - o Floor plan inspiration
  - o Floral inspiration
  - o Linen colors and textures
  - o Attire recommendations (if not already decided on)
  - o Favors
  - o Cost estimates
  - o Full list of vendors and resources of where the items can be found
- Recommendations on vendors, wedding etiquette, and wedding related questions
- Creation of minute-to-minute wedding timeline starting 2 months out (or less)
- Unlimited phone and email communication (within business hours)
- Point of contact for vendors throughout whole process
- Orchestration of ceremony rehearsal (if requested)
- Set-up and takedown of all décor items
- Up to 2 floorplan designs
- Directing guests
- Monitoring gift and card table
- Makes payments to all vendors (optional)
- Dessert monitoring and pickup (if venue does not provide service)
- Any and all other errands or tasks that may come up
- Guaranteed one wedding coordinator



**Full-Service Wedding Planning:** *Package starting at \$3,500*

- Initial consultation and unlimited pre event meetings, phone calls and email communication.
- Unlimited hours on Wedding Day and 34 hours of prep work (this is average, price may vary if more hours are required).
- Budget tracking and management.
- Venue scouting and assistance with selecting and booking.
- Custom tailored vendor recommendation list and assistance selecting and booking vendors.
- Communication with all vendors during the wedding planning process about details and questions. Main point of contact throughout the whole wedding planning process.
- Recommendations on wedding etiquette and wedding related questions.
- Creation of minute-to-minute wedding day timeline starting 6 months out.
- Unlimited floorplan designs
- RSVP and meal selection tracking.
- Group email to vendors and details 1 month and 2 weeks out.
- Orchestration of ceremony rehearsal.
- Set-up and takedown of décor items
- Coordination and execution of the whole wedding day from start to finish.
- Event Design Proposal with 10 pages of décor and design recommendations, including the following:
  - o color palette
  - o 1-2 invitation suite recommendations
  - o Ceremony decor
  - o Cocktail hour decor
  - o Reception tablescape design
  - o Floor plan inspiration
  - o Floral inspiration
  - o Linen colors and textures
  - o Attire recommendations (if not already decided on)
  - o Favors
  - o Cost estimates
  - o Full list of vendors and resources of where the items can be found
- Event Design Proposal review via phone or video
- Assembly and mailing of all save the dates and invitations. Client pays for stationery and postage.
- Planning, coordination and execution of rehearsal dinner (optional).



**Ala Carte Menu:** *Services start at \$75/hour unless stated otherwise*

- Additional Hours on Day of; \$100/hour
- Additional Coordinator/Assistant
- Floorplan Design
- Vendor Contract Review; \$25/contract
- Guest Accommodation Arrangements
- Transportation Arrangements
- Assist in design and delivery of welcome gifts for guests
- Rehearsal Dinner Planning
- Rehearsal Dinner Setup, Execution, and Tear down
- Assist with Emcee Duties at Rehearsal
- Bridal/Wedding Shower Planning (including execution \$150/hour)
- Engagement Party Planning (including execution \$150/hour)
- Bachelor/Bachelorette Party Planning
- Addressing and Mailing Save the Dates and/or Invitations
- Assembling Wedding Favors
- Advice with Wedding Attire
- Wedding Night Suite Decoration
- Concierge Services (errand running)
- Attending Vendor Appointments
- Venue Research, Appointment Setup, and Contract Negotiation
- Vendor Research, Appointments, and Contract Negotiation
- Budget Tracking and Payment Reminders
- Décor Rental (price varies on item)
- Honeymoon Research