

IN THE  
*details*  
WEDDING PLANNING



# HELLO THERE!

Meet Jaclyn

---

## PLANNER, DESIGN ADDICT & LOVER OF LOVE!

Jaclyn quickly found a passion for executing the transition from vision to event during her tenure as an Event Coordinator at Mile High Station in Denver, Colorado. The combination of her bubbly personality, nearly a decade of customer service experience, and her extensive knowledge of event coordination makes her the "go-to" when planning your special day.

With an emphasis in marketing from University of Colorado, Jaclyn is a professional in visual aesthetics. On top of that, she is a life long learner and constantly pushes herself to stay on the forefront of the wedding industry. She is truly a lover of love and nothing makes her happy than being in the presence of two souls who have found their one true match.

13 Years - Customer Service Experience

8 Years - Event + Wedding Planning Experience

8 Years - Event + Wedding Budget Management

8 Years - Catering and Bartending Experience

Network of Experienced Vendors + Venues

Resourceful

High Level of Attention to Detail

Budget Conscious

B.S. in Business Administration, Marketing + Design



# LOVE LETTER

We highly recommend choosing In the Details!! Jaclyn is the BEST coordinator we could have asked for. Throughout the entire process she was there to offer great advice and support. She is professional, efficient, knowledgeable, encouraging, and her passion for what she does is evident. Jaclyn really listens to what is important to you on your wedding day and goes above and beyond to make sure everything goes smoothly. We had absolutely no doubt that she would handle anything that came her way and it was amazing to not have to worry about anything. We can't thank her enough! - Mr. + Mrs. Karman

See all of our 5 star reviews on [The Knot!](#)



# FULL DETAILS

Let us help you design and execute the wedding you have been dreaming of since meeting "the special one". Our Full Service Wedding Coordination package is perfect for the couple who wants a full-time professional overseeing every aspect of their wedding day or weekend!

## Wedding Planning

- Initial Consultation
- One meeting to discuss overview of wedding planning to date
- Assistance with venue selection based on couples preferences
- Assistance with vendor selection based on couples preferences
- Contract review with venues and vendors
- Vendor logistics management
- Wedding budget creation and tracking
- Up to 6 vendor planning meetings
- Manage all vendor communication
- Venue(s) site visit with client to establish the style and floor plan
- Confirm all vendor orders and quantities on rentals
- Monthly wedding check-in meetings
- Custom AislePlanner wedding planning online platform account
- Guidance on wedding etiquette
- One planner to assist you in planning from booking to wedding day execution
- Unlimited email and phone access to wedding planner
- Personalized wedding planning checklist

## Wedding Design

- Create personalized wedding design board
- Design board created based on couples personalities, likes and wants
- Decor suggestions to compliment design aesthetic
- Creation of ceremony and reception floor plans
- Wedding Party styling suggestions
- Wedding signage and guest favor suggestions

## Month of Wedding

- Confirm vendor details and arrival times
- Final planning meeting to confirm final timeline and floor plan
- Ceremony rehearsal coordination

## Wedding Day

- Access to our [Complimentary Wedding Decor](#)
- Decor Setup + Event Breakdown Management
- Day of Timeline Management
- Confirm venue(s) is setup to floor plan specifications
- Directing the ceremony processional
- Conduct final lighting, sound and temperature inspection
- Conduct final seating and table check
- Coordinate, assist with the setup of the ceremony + reception
- Setup of wedding accessories such as guest book, place cards, etc.
- Point of contact for all vendors
- Assist the wedding party and guests as needed
- Distribute final payment and gratuity to vendors
- Handle any unforeseen circumstances
- Cue all music changes and speeches with band/DJ
- Oversee and cue all moments including: cake cutting, toasts, etc.
- Collect personal items/gifts and load into designated vehicle



# PARTIAL DETAILS

---

Our Partial Planning Package is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a Full Service Package. This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way.

## Wedding Planning

- Initial Consultation
- One meeting to discuss overview of wedding planning to date
- Assistance with venue selection based on couples preferences
- Assistance with vendor selection based on couples preferences
- Up to 4 vendor planning meetings
- Wedding day timeline creation
- Confirm all vendor orders and quantities on rentals
- Bi-Monthly phone wedding check-in meetings
- AislePlanner wedding planning online platform account
- Guidance on wedding etiquette
- One planner to assist you in planning from booking to wedding day execution
- AislePlanner wedding planning checklist

## Wedding Design

- Create Personalized Wedding Design Board
- Design board created based on couples personalities, likes and wants
- Creation of ceremony and reception floor plans

## Month of Wedding

- Confirm vendor details and arrival times
- Final planning meeting to confirm final timeline and floor plan
- Ceremony rehearsal coordination

## Wedding Day

- Access to our [Complimentary Wedding Decor](#)
- Decor Setup + Event Breakdown Management
- Day of Timeline Management
- Confirm venue(s) is setup to floor plan specifications
- Directing the ceremony processional
- Conduct final lighting, sound and temperature inspection
- Conduct final seating and table check
- Coordinate, assist with the setup of the ceremony + reception
- Setup of wedding accessories such as guest book, place cards, etc.
- Point of contact for all vendors
- Assist the wedding party and guests as needed
- Distribute final payment and gratuity to vendors
- Handle any unforeseen circumstances
- Cue all music changes and speeches with band/DJ
- Oversee and cue all moments including: cake cutting, toasts, etc.
- Collect personal items/gifts and load into designated vehicle



# FINAL DETAILS

---

The Final Details Package is a perfect option if you want to plan a majority of your wedding, but need a professional coordinator in the background to answer questions, offer advice and coordinate the details on the wedding day so you can sit back, relax, and enjoy your perfect event.

## Wedding Planning

- Initial Consultation
- One meeting to discuss overview of wedding planning to date
- Creation of Floor Plan and Timeline

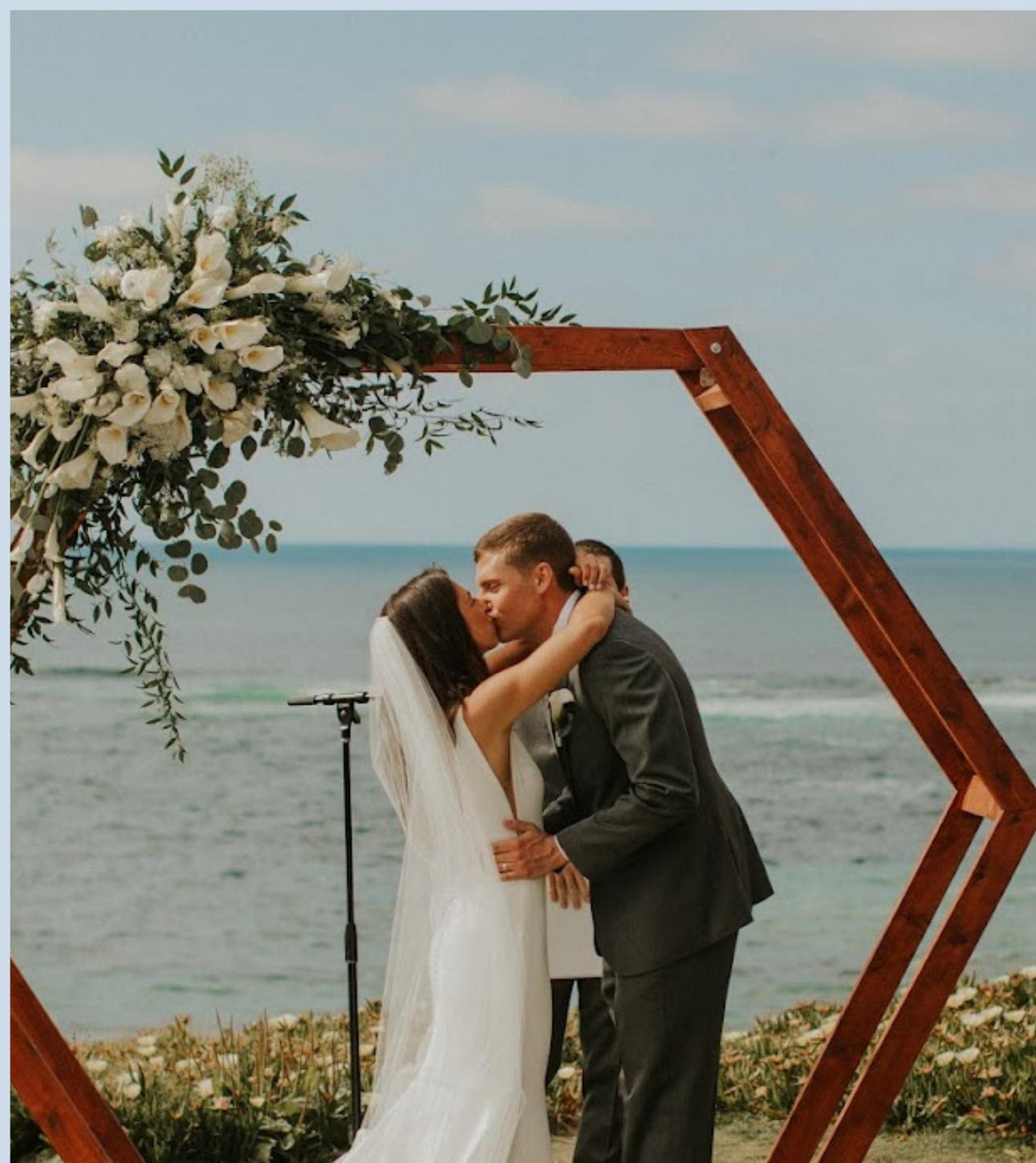
## Month of Wedding

- Unlimited correspondence with wedding planner
- Confirm vendor details and arrival times
- Final planning meeting to confirm final timeline and floor plan
- Ceremony rehearsal coordination

## Wedding Day

- Access to our [Complimentary Wedding Decor](#)
- Decor Setup + Event Breakdown Management
- Day of Timeline Management
- Confirm venue(s) is setup to floor plan specifications
- Directing the ceremony processional
- Conduct final lighting, sound and temperature inspection
- Conduct final seating and table check
- Coordinate, assist with the setup of the ceremony + reception
- Setup of wedding accessories
- Point of contact for all vendors
- Assist the wedding party and guests as needed
- Distribute final payment and gratuity to vendors
- Handle any unforeseen circumstances
- Cue all music changes and speeches with band/DJ
- Oversee and cue all moments including: cake cutting, toasts, etc.
- Collect personal items/gifts and load into designated vehicle





# LOVE LETTER

Jaclyn at In The Details is the most incredible, thoughtful and talented wedding planner. After our very first call I felt like I could trust her, and she continued to exceed expectations throughout the entire wedding planning process. Jaclyn's attention to detail and organization are remarkable! - Mr. and Mrs. Saig

# A LA CARTE

---

Looking for a little extra wedding planning support? These services are designed to help you customize your wedding planning experiences and can be added onto any of our packages! Our packages are designed to be customized to fit your specific needs.



## Event Design Package

Let us take your ideas and turn them into a beautiful and memorable evening without sacrificing your style or vision. We will handle the cohesion of your event by assisting with decor selection, color schemes, floral looks, tabletop elements, etc. Watch your wedding day look come to life with our elaborate design boards, and then turned into a reality on the day of your event!

Design Details Includes: One Conceptual brainstorming + creative direction consulting, Supplemental phone meetings, Design visualization + style board, Full design proposal, Vendor Suggestions, 2 hours day of design styling services

## Hourly Consulting

One hour meetings reserved to discuss your biggest questions or help you on the next step of your planning journey.

## AislePlanner Account

AislePlanner Features Includes: To Do checklist, Calendar, Timeline, Design Studio, Guest Tracking, Layouts and Seatings, Contact, Budget, Notes, and Wedding Website!

## Graphic Design

Do you need help designing the perfect graphic: Invitations, Seating Chart, Table Numbers, etc? We LOVE all things design and would love to help!

## Custom Venue Search and Selection

## Custom Vendor Search and Selection

Engagement Party, Bridal Shower, Rehearsal Dinner, Bridal Shower, Post Wedding Brunch, Other Wedding Events - Investments Vary



# LET'S DO THIS!

We can't wait to hear from you

email | [jzelasko@InTheDetails.us](mailto:jzelasko@InTheDetails.us)

phone | 951.326.6049

