



Sincerely,  
 VAVÉ



# OVERVIEW

The most beautiful weddings are those that are authentic to the couple, which is why everything we create for our clients is custom. We love to incorporate those special little details that make your wedding day perfectly you. We are best known for our floral but we actually do so much more. From design and coordinating to full service planning, we can produce your special day from top to bottom.

With years experience and designing over 300+ weddings, we have learned how to utilize each and every detail and bloom. Through our experience, we have discovered how to best highlight each detail of the event and to create the most dynamic floral arrangements. Whatever your style, we love to collaborate with each client to design and execute the perfect day with the most beautiful florals.

# SERVICES

Coordinating \$2,000+

Full Service Planning \$5,000+

Floral \$2,500+

# coordinating

## Before the Wedding

- One in-person meeting at the venue.
- Creation of detailed schedule for rehearsal, ceremony, reception, and any special day-after wedding events
- Vendor checklist & coordination
- Distribute timeline and coordinate with vendors for arrival, setup, and strike.
- Contact vendors 30 days and again 7 days before event of to confirm all details
- Relay final head counts to all vendors
- Direct wedding rehearsal
- Review wedding schedule with wedding party
- Collect and organize all items for ceremony and reception

## Wedding Day

- Includes Coordinator + 1 Assistant (additional assistants can be hired at \$450 ea for the day)
- Manage timeline with vendors and wedding party
- Prop and decor set up (i.e. table numbers, menus)
- Cue ceremony
- Review reception activities with mc/band/photographer/videographer/dj
- Cue events: entrance, dances, toasts, etc.
- Distribute final payments/ gratuities from client
- Coordinate transport of gift/personal items (pre-designated room/car, etc.)
- Coordinate the strike with vendors

# full service planning

- We like to refer to the full service planning package as the design, management, and production option because in addition to all of the coordinating tasks outlined in the above coordinating service, the full service planning option includes all of the following services:
- An initial design consultation to assess the overall direction of the special event
- Design of venue layout
- Help in establishing and maintaining an overall wedding budget and breakdown
- Coordinating vendor reservations and connecting you with our network of amazing vendors
- Manage vendor contracts
- Additional miscellaneous tasks as requested
- Sourcing of all custom decor
- Conceptualize your personal wedding vision and manage the full process, including a style mood board as well as furniture, rentals, flowers, tablescape composition, linens, table number, decor, signage, and everything in between.