







## *Full - Service Planning Package*

This is our premiere planning package and is designed to help you with every component of your wedding planning from A to Z. Port City Event Planners becomes your primary (and in many cases) your only point of contact for all things planning, design, and coordination of wedding vendors and details. We will customize every element of your wedding day plan from vendors to decor to be a perfect fit for your personal style. We will create a custom wedding design full of thoughtful details and special moments that will speak your story. With our full-service planning package, we are with you every step of the way to guide you through the planning journey. There is no limit on the number of meetings, site visits, e-mails or phone calls, we are here for you when you need us. We also include access to our planning software that will allow you to constantly have access to all the elements below and watch progression of your wedding day plan. Investment starts at \$4250.00.

- Booking & Vendor Management
- Budgeting Management and Tracking
- Rental Management\*
- Logistical & Layout Planning
- Custom Wedding Design\*
- Obtain and Secure required elements of design\*
- Itinerary Creation & Coordination
- Full Coordination of setup & breakdown
- Ceremony & Rehearsal Coordination
- Reception Coordination
- Flawlessly Executed flow throughout the entire day
- Access to Planning Software

\*\*\* A rental and design management fee of 20% will be applied to all rental and design vendors invoices. (rentals, specialty rentals, lighting/custom builds and tapestry/ specialized decor vendors) .

## *Partial Planning Package*

Our partial planning package is designed to allow us to help offer guidance to you throughout the planning process. This package allows for you to be more hands on in the execution of your planning and to take on more of the execution of the recommendations and guidance offered throughout the planning process. We will still make custom recommendations of vendors to you. However, you will make contact them in order to secure their services for the day. We will still customize a wedding day vision, but you will secure purchasing, sourcing, and obtaining all recommended items and/or vendors (unless you add this service on with us) . You will still have access to the planning software, but you will be in control of inputting the major elements of the budget, and plan as you move through the planning process.

We will work with you to ensure that a sounds plan is in place and it logistically works. We will ensure that nothing is forgotten or has fallen through the cracks. Our team will still create and fully execute your wedding day timeline, and our team will still be one hundred percent in charge on your wedding day and ensuring that is all runs smoothly and is beautifully executed. We will essentially take over in the month prior to your wedding to begin checking in and finalizing details with all vendors. This package includes 1 team member the day of your wedding, additional staff may be required. Investment starts at \$3,500.00

\*\*\* A rental and design management fee of 20% will be applied to all rental and design vendors invoices. (rentals, specialty rentals, lighting/custom builds and tapestry/ specialized decor vendors)

## *Wedding Coordination Package*

Our Coordination services are designed to be a budget friendly option and still allow for a professionally executed wedding day. We will help ensure that all the hard work you have put in to planning a meaningful and beautiful wedding is beautifully executed. This package is designed to allow you to have total control throughout the planning process to create a wedding day that fits you and your budget. We will provide you with a planning guide at the time you book with us that will help guide you through many of the necessary elements as you plan your wedding. We will give you access to our planning software that will give additional assistance to you in tracking and monitoring your plan, wedding guest, budget, and vendors. Your wedding coordinator will meet with you around one month prior to the wedding to gather the details of your wedding day and get up to speed on your plans. This is the opportunity to ensure that all elements of the wedding day logistics have been thoroughly thought through and secured. Still allowing time for necessary changes and ensuring a stress-free wedding week. Investment starts at \$3,000.00

- Planning Guide
- Access to Planning Software
- Hand off Meeting 1 month prior to wedding
- Final Follow up with vendors
- Itinerary planning
- Coordination of Rehearsal and Ceremony
- Coordination of Reception and Flow
- Coordination of Setup & Breakdown
- One dedicated Wedding Coordinator for your Full wedding day (additional staff may be required)
- Rental Management/Design Management Service are required to be added to this package for 20% of rental/design vendors order
- Floral design services can be added onto any package

## *Hourly Consultations*

These hourly consultations are designed to give highly targeted advice throughout the planning process exactly when and where you need it. These consultations are perfect for someone at the beginning stages of planning that is not sure where to start and help decide if they will even need a planner or coordinator. They are also perfect for the DIY couple who wants to plan and execute their wedding day themselves but need some professional guidance along the way. These consultations are booked/scheduled in our office and in minimum of 1 hour increments and can be used at any time throughout your planning journey that suits you.

You can utilize your consultations to discuss any facet of your wedding. Do you need help with vendor recommendations, creating a layout for your event, want to talk about design and decor, need help creating your timeline, or guidance thinking through the logistics of your wedding? Need to cover a little bit of all of it during your time with us, no problem. You direct the conversation and topics, and we offer guidance, recommendations, and advice based on 16+ years' experience.

- 1 Hour - \$150.00
- 3 hours - \$350.00
- 5 Hours- \$500.00
- 8 Hours - \$750.00

\*Consultations can take place at your venue or event location for an additional site visit fee of \$150 in Wilmington, NC – out of town priced based on location. These consultations can NOT be used on your wedding day and cannot be used towards hands on projects, labor, or creating/executing plans.

## *Design Only Services*

The design is the imagination, creativity, and inspirations that makes your event unique, tells your story, and gives your guest all the feels. Going far beyond centerpieces we use all types of objects, props, lighting, stationary, signage, rentals, and yes flowers to create a unique and welcoming atmosphere. One that has a cohesive feel, a rhythmic flow, and that speaks to your guest and is fully inspired by you. Our design package is a great fit for the client who is seeking help to create the overall vision, feel, and aesthetics of their event.

Do you have your vendors booked, logistical and overall planning under control, coordination of the wedding day is set... But you need help in putting the look together? This package may be the best fit for you. It includes designing, budgeting, and executing all aspects of the decorating process. We will design, create, obtain, and setup of all aspects of your event decor and flowers. We will meet with you including a venue site visit to walk and talk through all the ideas and elements to be incorporated and ensure a seamless flow with the overall event plan. We work with you to expand and develop the event vision, and will create a inspiration board that allows us to share, expand and give feedback on the theme and styling for your event as we move through the design process. Investment starts at \$2000.00 plus 20% of the design vendors (specialty rentals, lighting, etc...) and does not include the cost of Flowers or materials. We work with you to create and track your individually set design budget. We work to create and design to maximize this budget within all the elements we introduce. We will be there to install the design on your event day and ensure everything beautifully set and ready to be admired.

## *Floral Design Services*

Our Floral Design Services can be added onto any of our packages or booked individually. Each Floral package is individually created and priced based on the specifics of your design. The number of and size of pieces, type of design, type of flowers, installation time, and time of year can all effect the overall floral design package price. We do work with you from the beginning to obtain a budget for your flowers and we work to recommend and design specific elements to coordinate with both your event design, style, and budget. Our minimum floral investment of \$3,500.00 (before tax and delivery) is required.



