





## wedding services



	BEE SERENE	BEE BLISSFUL	BEE PEACEFUL	BEE UNIQUE
PLANNING	FULL	PARTIAL		CUSTOM BUILT PACKAGE
COORDINATION	FULL	PARTIAL	MONTH-OF	
RECOMMENDED CONTRACT TIMING PRIOR TO WEDDING DAY	6-8 MONTHS	3-4 MONTHS	4-6 WEEKS	
# OF CLIENT/PLANNER TWO-HOUR MEETINGS	10-12	4-5	2	
TIME AT REHEARSAL WEEK OF WEDDING	1 HOUR	1 HOUR	1 HOUR	
UNLIMITED COMMUNICATIONS PRIOR TO WEDDING	X	X	X	
VENDOR RECOMMENDATIONS/GUIDANCE	X	X	X	
ARRIVE WHEN THE VENUE OPENS/LEAVE AFTER TEAR DOWN IS COMPLETE	X	X	X	
IMPLEMENTATION OF ALL WEDDING DAY DETAILS	X	X	X	
PRIMARY CONTACT FOR ALL VENDORS AND VENUE	X	X	X	
COLLECTION OF ALL CONTRACTS FOR VENDORS AND VENUE	X	X	X	
ENSURE ALL PAYMENTS ARE MADE IN FULL	X	X	X	
COORDINATION OF ALL WEDDING DAY EVENTS INCLUDING CEREMONY, COCKTAIL HOUR, RECEPTION, ETC.	X	X	X	
SUPERVISION OF SETUP FOR CERMONY, RECEPTION AND SEND OFF	X	X	X	
CREATION OF DETAILED TIMELINE AND WEDDING DAY ITINERARY	X	X	X	
CREATION OF VENDOR LIST	X	X	X	
COORDINATION WITH DJ FOR DANCES, CAKE CUTTING, TOASTS, SEND OFF, ETC.	X	X	X	
CREATION OF RECEPTION AND CEREMONY LAYOUT TO BE DISTRIBUTED TO ALL VENDORS AND RELEVANT PARTIES	X	X	X	
GUIDE YOUR GUESTS AND FAMILY BASED ON YOUR EXPECTATIONS, WHERE TO GO AND WHEN TO BE THERE	X	X	X	
SUPERVISION OF TEAR DOWN FOR CEREMONY, RECEPTION AND SEND OFF	X	X	X	
UNLIMITED ADVICE FROM BEGINNING TO END	X	X		
CEREMONY & RECEPTION STYLING IS INCLUDED BASED ON YOUR RECOMMENDATIONS AND PREFERENCES	X	X		
ASSISTANCE OBTAINING HOTEL BLOCKS/ROOMS	X	X		
MONTHLY CATCH UP: TEXT OR EMAIL OF UPCOMING TIMELINE ITEMS + PROGRESS UPDATE KEEPING YOU IN THE LOOP	X			
ASSISTANCE BOOKING FOOD, CAKE, FLORAL ETC. CONSULTATIONS	X			
SEATING CHART ADVISMENT	X			
INVITATION/SAVE THE DATE EDIQUETTE	X			
PLACEMENT OF ANY LOGISTICAL ORDERS SUCH AS LINENS, RENTALS, DÉCOR, SPECIAL PIECES AND MORE	X			
BUDGET ORGANIZATION	X			
# OF COORDINATORS	2	1	1	
INVESTMENT STARTING PRICE	\$3,900	\$2,800	\$1,500	PRICING VARIES

## Professional Wedding Planning & Coordination Services

**Bee Balanced Events**, Sarah Davis, *Owner/Event Coordinator*

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## about sarah

Sarah is married to her best friend, momma to a spitfire two year old, lover of yoga and her two fur babies. Sarah has extensive corporate and business-to-business event management experience where she worked at PennWell Corporation/Clarion Events for more than 5 years.

Sarah has significant experience sourcing vendors, finding creative solutions, efficient results, as well as negotiations. Her expertise resides in providing the ultimate customer experiences. Let her showcase her talents at your event!

