



ELEMENT
Special Events

PLANNING PACKAGES

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ECLIPSE - PLANNING/DESIGN PARTIAL PACKAGE

REGULAR PRICE: \$5000
DISCOUNTED PACKAGE PRICE: \$3600
YOU SAVED: \$1400

PRE-WEDDING DAY

- **Selection of vendors that have not been selected- up to 5 vendors**
- **Research up to 5 choices**
- **Present options to couple**
- **Arrange for contract delivery**
- **Up to 8 Planner/Client (1 hour) Meetings**
 - One (1 hour) Onboarding Meeting
 - Five (1 Hour) Meetings During the Planning Process (virtual or in-person)
 - One (1 hour) meeting to discuss, review, and advise you on your budget
 - One (1 hour) meeting to discuss the selection of the wedding professionals from the Planners "Approved Wedding Pro List"
 - One (1 hour) meeting to assist you with your food & beverage selection
 - Three (1 hour) general planning sessions
 - One (1 hour) Hour Wrap Up Meeting (6 weeks prior to your wedding day)
 - One (1 hour) Final Meeting (2 weeks prior to your wedding day)
- **Up to 10 Planner/Client/Vendor (1 Hour) Meetings (Virtual or In-person)**
 - Planner will coordinate with the hired wedding professionals
(The planner will discuss with you which of these pros will require virtual or in-person meetings, and which ones can be coordinated via email/phone call correspondence. Your planner will also discuss with you which wedding pros will need more than one virtual or in-person meeting)
 - Planner will schedule & attend the meetings with the following wedding pros that were selected in the planner/client "Approved Wedding Pro List" Meeting:
 - Venue | DJ/Band/Entertainment | Photographer | Videographer | Caterer | Baker | Hair & Make up | Transportation | Florist | Rental Company
 - Planner will review the proposals and contracts from each of the wedding pros, and answer any questions that the vendors may have regarding the wedding details to ensure that everyone is on the same page.
 - End-of planning vendor confirmations (making any necessary adjustments)
 - Planner will reach out to all hired wedding pros 6 to 8 weeks prior to the wedding day to gather the appropriate information needed to:
 - ensure an accurate wedding weekend timeline
 - ensure that the wedding day runs seamlessly
 - Reviewing the planning arrangements
 - Reviewing the contracts
 - Checking & Confirming delivery times and dates
 - Confirming arrival times
 - Confirming rental items (numbers needed)
- **Planner will provide unlimited contact via email (if the couple has any questions in between meetings)**
 - Etiquette advisement
- **Planner will check-in on the client monthly via email**
- **Planner will provide a wedding planning checklist**
- **Planner will proofread the invitation stationery**
- **Wedding Timeline Creation**
 - Planner will be in communication with the hired wedding pros between 6 to 8 weeks prior to the wedding day
 - Planner will be in communication with the venue
 - Planner will be in communication with the couple
 - Planner will distribute the final timeline to the venue, vendors, wedding party, family, and couple
- **Planner will be the "Single Point of Contact" throughout the planning process**
 - Couple and Vendors/Venue include the planner in all emails/calls/meetings to ensure that the planner is in the loop and aware of any and all changes and arrangements.

WEDDING WEEKEND

- **Wedding Rehearsal Coordination**
 - 1 hour of coordination services with the couple, wedding party, family, and the officiant (if applicable)
 - Distribution & walk through of the detailed wedding day timeline to all parties (unless emailed prior to the rehearsal)
 - Wedding Planner will review the timing of events, so that all the key players will be prepared and ready for the wedding day.
 - The couple will provide to the wedding planner (a minimum of one day prior to the wedding) the items that need to be set up on wedding day.
 - *These items typically include: guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, card box, picture frames, marriage license, etc..*
- **Wedding Ceremony (Setup + Coordination) (up to 2 hours)**
 - Planner will manage the flow and timing of the ceremony, and
 - will be the liaison between the wedding party, family members, and wedding pros
 - the couple will have access to the planner's Emergency Day Kit
 - Planner will distribute the bouquets, boutonnieres, and corsages
 - Planner will direct the hired wedding pros
 - Planner will make sure the marriage license lands in the correct hands
 - Planner will oversee and supervise the set up to ensure that the couple's vision comes to life
 - Planner will set up all decor not handled by a specific hired vendor (such as unity candle, programs, and/or personal items)
 - Planner will cue those involved in the wedding processional
 - Couple | Wedding party | Family members | Honorary attendants | Musicians and/or Sound Persons
- **Wedding Cocktail Hour + Reception (Setup + Coordination) (up to 6.5 hours)**
 - Planner will manage the flow and timing of the events, and:
 - will be the liaison between the wedding party, family members, and wedding pros
 - the couple will have access to the planner's Emergency Day Kit
 - Planner will direct the hired wedding pros
 - Planner will oversee and supervise the set up to ensure that the couple's vision comes to life
 - Planner will set up all decor not handled by a specific hired vendor
 - *These items typically include: guest signing item, cake knife, cake topper, toasting flutes, favors, candles, escort cards, chargers, card box, picture frames, etc.*
 - Planner will provide assistance with bustling the wedding gown (if applicable)
 - Planner will cue those involved in the grand entrance
 - Couple | Wedding party | Family members | Honorary attendants | Musicians/DJ
 - Planner will cue the couple and the wedding pros for special/important events such as:
 - First dance | Dinner | Toasts | Parent dances | Cake cutting
 - Wedding Planner will depart 45 minutes after dinner concludes - after that time, only dancing is left of the evening. The grand exit will be handled and coordinated by your professional DJ/Band.
 - *If the couple wishes to have the wedding planner stay through the grand exit, or wishes the wedding planner to stay through teardown and clean up, an additional fee will apply.*

REHEARSAL + WEDDING DAY COORDINATOR ASSISTANT DETAILS

- **1 planner assistant included (up to 250 guests) If you have more than 250 guests, there will be an additional fee of \$500 for each additional assistant. See rate breakdown below:**
 - 250 - 300 guests - 1 additional planner assistant will be needed - {\$500}
 - 301 - 400 guests - 2 additional planner assistants will be needed - {\$1000}

FULL MOON PACKAGE

REGULAR PRICE: \$6000
DISCOUNTED PACKAGE PRICE: \$5000
SAVINGS OF: \$1000

PRE-WEDDING DAY

- **Planner will curate your wedding pro dream team from research and meeting each potential vendor. Planner will provide 3-5 options for couple for each vendor with one strong recommendation.**
- **Venue Selection- Create a list from parameters such as size, budget, atmosphere. Attend and conduct 3-5 site visits.**
- **Up to 15 Planner/Client 1 hour Meetings**
 - One (1 hour) Onboarding Meeting
 - Twelve (1 hour) Meetings During the Planning Process (virtual or in-person)
 - One (1 hour) meeting to discuss, review, and advise you on your budget
 - One (1 hour) meeting to discuss the selection of the wedding professionals from the Planners "Approved Wedding Pro List"
 - One (1 hour) meeting to assist you with your food & beverage selection
 - Seven (1 hour) general planning sessions
- **Design and Aesthetics: Planner will create a mood board, floral inspiration, table decor, linens, lighting, print items-develop options for space and design by planner who is wedding design certified.**
 - One (1 hour) Wrap Up Meeting (6 weeks prior to your wedding day)
 - One (1 hour) Final Meeting (2 weeks prior to your wedding day)
- **Up to 15 Planner/Client/Vendor One Hour (Virtual or In-person) Meetings**
 - Planner will coordinate with the hired wedding professionals
(The planner will discuss with you which of these pros will require virtual or in-person meetings, and which ones can be coordinated via email/phone call correspondence. Your planner will also discuss with you which wedding pros will need more than one virtual or in-person meeting)
 - Planner will schedule & attend the meetings with the following wedding pros that were selected in the planner/client meeting:
 - Venue | DJ/Band/Entertainment* | Photographer | Videographer | Caterer | Baker | Bar | Hair & Make up | Transportation | Florist | **Rental Company (up to 2) | Hotel Reservations (up to 2)**
 - Planner will review the proposals and contracts from each of the wedding pros, and answer any questions that the vendors may have regarding the wedding details to ensure that everyone is on the same page.
 - End-of planning vendor confirmations (making any necessary adjustments)
 - Planner will reach out to all hired wedding pros 6 to 8 weeks prior to the wedding day to gather the appropriate information needed to:
 - ensure an accurate wedding weekend timeline
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 - Reviewing the planning arrangements
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- **Planner will provide unlimited contact via email (if the couple has any questions in between meetings)**
 - Etiquette advisement
- **Planner will provide monthly email check-in's by the planner**
- **Planner will provide a wedding planning checklist**
- **Budget Management (helping you stay organized and on track)**
 - You will have access to a viewable online tracker (updated monthly) that will allow you to stay on top of your wedding budget
- **Wedding invitation Assistance & Management:**
 - Ordering Assistance
 - Proofreading
 - Tracking RSVP's (optional)
- **Wedding Timeline Creation**
 - Planner will be in communication with the hired wedding pros between 6 to 8 weeks prior to the wedding day
 - Planner will be in communication with the venue
 - Planner will be in communication with the couple
 - Planner will distribute the final timeline to the venue, vendors, wedding party, family, and couple

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 - Planner will direct the hired wedding pros
 - Planner will make sure the marriage license lands in the correct hands (optional)
 - Planner will oversee and supervise the set up to ensure that the couple's vision comes to life
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 - Wedding Planner will depart 45 minutes after dinner concludes and dancing begins. The grand exit will be coordinated by your professional DJ/Band.
 - *If the couple wishes to have the wedding planner stay through the grand exit, or wishes the wedding planner to stay through teardown and clean up, an additional fee will apply*
- **Assistance with wedding night arrangements and decor with late night snack**