



DAY OF COORDINATION \$1,450

THIS PACKAGE IS DESIGNED FOR THE COUPLE THAT HAS DONE ALL OF THE PRE PLANNING, AND LOOKING FOR A COORDINATOR TO ORGANIZE THEIR BOOKED VENDORS & TAKE OVER AND RUN THE EVENT.

IT IS PRICED FOR 150 MAX GUESTS WITH THE EVENT LOCATION IN ORANGE COUNTY. (PRICE IS LOWERED WITH LESS GUESTS, OR RAISED WITH MORE)

LIST OF SERVICES PROVIDED:

- UNLIMITED COMMUNICATION STARTING 2 WEEKS PRIOR TO EVENT
- IN PERSON PLANNING MEETINGS MINIMUM 1 TIME PRIOR TO EVENT TO DISCUSS LOGISTICS
- CREATE DAY OF TIMELINE FOR CEREMONY & RECEPTION
- MEET WITH VENUE REPRESENTATIVE TO RECEIVE AND GO OVER LAYOUT & EVENT ORDER 2 WEEKS PRIOR TO EVENT
- CONTACT ALL HIRED VENDORS 2 WEEKS PRIOR TO CONFIRM TIMES OF ARRIVAL, SET UP LOCATION, AND ANSWER ANY QUESTIONS THEY MAY HAVE.
- 1.5 HOUR CEREMONY REHEARSAL RUN THROUGH (USUALLY DAY BEFORE EVENT)
- HANDLE AND LEAD ALL ARRIVING VENDORS THE DAY OF
- SET UP DAY OF DETAILS THAT HAVE BEEN PRE DISCUSSED SUCH AS PLACE CARDS, GUEST FAVORS, PICTURES, ETC.
- ASSIST WITH HANDING OUT FINAL PAYMENTS & TIPS TO VENDORS
- LEAD COORDINATOR FOR CEREMONY & RECEPTION, AND HANDLING ALL ASPECTS THE DAY OF
- TROUBLESHOOTING ANY ISSUES THAT MAY ARISE
- CLEAN UP OF ALL DÉCOR THAT WAS SET UP BY COORDINATOR, PLACING GIFTS AND MONEY CARDS IN A SECURE PLACE/ VEHICLE.



MONTH OF PLANNING \$2,300

THIS PACKAGE IS DESIGNED FOR THE COUPLE THAT HAS DONE MOST OF THE PRE PLANNING, AND LOOKING FOR A COORDINATOR TO HELP WITH LAST DETAILS THAT HAVE MAY HAVE FALLEN BEHIND.

IT IS PRICED FOR 150 MAX GUESTS WITH THE EVENT LOCATION IN ORANGE COUNTY.

(PRICE IS LOWERED WITH LESS GUESTS, OR RAISED WITH MORE)

LIST OF SERVICES PROVIDED:

- UNLIMITED COMMUNICATION STARTING 1 MONTH PRIOR TO EVENT
- IN PERSON PLANNING MEETINGS MINIMUM 2 TIMES PRIOR TO EVENT TO DISCUSS LOGISTICS
- CREATE DAY OF TIMELINE FOR CEREMONY & RECEPTION
- MEET WITH VENUE REPRESENTATIVE TO RECEIVE AND GO OVER LAYOUT & EVENT ORDER
- ASSIST WITH RENTALS AND DÉCOR THAT ARE STILL NEEDED
- CONTACT ALL HIRED VENDORS TO CONFIRM TIMES OF ARRIVAL, SET UP LOCATION, AND ANSWER ANY QUESTIONS THEY MAY HAVE.
- 1.5 HOUR CEREMONY REHEARSAL RUN THROUGH (USUALLY DAY BEFORE EVENT)
- HANDLE AND LEAD ALL ARRIVING VENDORS THE DAY OF
- SET UP DAY OF DETAILS THAT HAVE BEEN PRE DISCUSSED SUCH AS PLACE CARDS, GUEST FAVORS, PICTURES, ETC.
- ASSIST WITH HANDING OUT FINAL PAYMENTS & TIPS TO VENDORS
- LEAD COORDINATOR FOR CEREMONY & RECEPTION, AND HANDLING ALL ASPECTS THE DAY OF
- TROUBLESHOOTING ANY ISSUES THAT MAY ARISE
- CLEAN UP OF ALL DÉCOR THAT WAS SET UP BY COORDINATOR, PLACING GIFTS AND MONEY CARDS IN A SECURE PLACE/VEHICLE.



PARTIAL PLANNING PACKAGE \$3,700

THIS PACKAGE IS DESIGNED FOR THE COUPLE THAT NEEDS ASSISTANCE WITH VENDOR RECOMMENDATIONS, PARTIAL DESIGN IDEAS, LAYOUT, & LOGISTICS.

IT IS PRICED FOR 150 MAX GUESTS WITH THE EVENT LOCATION IN ORANGE COUNTY. (PRICE IS LOWERED WITH LESS GUESTS, OR RAISED WITH MORE)

LIST OF SERVICES PROVIDED:

- UNLIMITED COMMUNICATION STARTING UPON CONTRACT SIGNING
- SEVERAL IN PERSON PLANNING MEETINGS TO ADDRESS DETAILS OF YOUR SPECIAL DAY
- DETAIL BUDGET ANALYSIS WITH RECOMMENDATIONS ON WHERE YOU CAN CUT COSTS AND SAVE
- VENDOR RECOMMENDATIONS & APPOINTMENT SETTER
- CREATE DAY OF TIMELINE FOR CEREMONY & RECEPTION
- MEET WITH VENUE REPRESENTATIVE TO CREATE LAYOUT & GO OVER EVENT ORDER
- ASSIST WITH RENTALS, DÉCOR DESIGN, & PLACE SETTINGS
- BE THE LEAD CONTACT FOR ALL HIRED VENDORS TO CONFIRM TIMES OF ARRIVAL, SET UP LOCATION, AND ANSWER ANY QUESTIONS THEY MAY HAVE.
- 1.5 HOUR CEREMONY REHEARSAL RUN THROUGH (USUALLY DAY BEFORE EVENT)
- HANDLE AND LEAD ALL VENDORS THE DAY OF
- SET UP DÉCOR SUCH AS PLACE CARDS, GUEST FAVORS, PICTURES, ETC.
- ASSIST WITH HANDING OUT FINAL PAYMENTS & TIPS TO VENDORS
- LEAD COORDINATOR FOR CEREMONY & RECEPTION, AND HANDLING ALL ASPECTS THE DAY OF
- TROUBLESHOOTING ANY ISSUES THAT MAY ARISE
- CLEAN UP OF ALL DÉCOR, PLACING GIFTS AND MONEY CARDS IN A SECURE PLACE/VEHICLE.



FULL PLANNING PACKAGE \$5,750

THIS PACKAGE IS DESIGNED FOR THE COUPLE THAT NEEDS THE HIGHEST LEVEL OF PLANNING FROM START TO FINISH, WITH LITTLE EFFORT ON THEIR PART.

IT IS PRICED FOR 150 MAX GUESTS WITH THE EVENT LOCATION IN ORANGE COUNTY. (PRICE IS LOWERED WITH LESS GUESTS, OR RAISED WITH MORE)

LIST OF SERVICES PROVIDED:

- UNLIMITED COMMUNICATION STARTING UPON CONTRACT SIGNING
- ARRANGING AND SETTING UP APPOINTMENTS
- ATTENDANCE IN VENUE & VENDOR MEETINGS
- UNLIMITED IN PERSON PLANNING MEETINGS TO ADDRESS DETAILS OF YOUR SPECIAL DAY
- DETAIL BUDGET ANALYSIS WITH RECOMMENDATIONS ON WHERE YOU CAN CUT COSTS AND SAVE
- FULL EVENT DESIGN & RENTAL MANAGEMENT
- CREATE DAY OF TIMELINE FOR CEREMONY & RECEPTION
- WORK WITH VENUE REPRESENTATIVE TO CREATE LAYOUT & ASSIST WITH EVENT ORDER
- BE THE LEAD CONTACT FOR ALL HIRED VENDORS TO CONFIRM TIMES OF ARRIVAL, SET UP LOCATION, AND ANSWER ANY QUESTIONS THEY MAY HAVE.
- 1.5 HOUR CEREMONY REHEARSAL RUN THROUGH (USUALLY DAY BEFORE EVENT)
- HANDLE AND LEAD ALL VENDORS THE DAY OF
- SET UP DÉCOR SUCH AS PLACE CARDS, GUEST FAVORS, PICTURES, ETC.
- ASSIST WITH HANDING OUT FINAL PAYMENTS & TIPS TO VENDORS
- LEAD COORDINATOR FOR CEREMONY & RECEPTION, AND HANDLING ALL ASPECTS THE DAY OF
- TROUBLESHOOTING ANY ISSUES THAT MAY ARISE
- CLEAN UP OF ALL DÉCOR, PLACING GIFTS AND MONEY CARDS IN A SECURE PLACE/VEHICLE.



ADDITIONAL SERVICES STARTING AT \$350

- TRANSPORTATION MANAGEMENT
- SAVE THE DATE, INVITATION & RSVP MANAGEMENT INCLUDING MAPS & DIRECTIONS
- SEATING ARRANGEMENTS/PLACE CARDS & CHARTS
- RENTAL MANAGEMENT
- HOTEL ACCOMMODATION MANAGEMENT
- LAYOUTS & LOGISTICS
- STAGING & LIGHTING
- GUEST FAVORS
- SET UP ONLY
- ENGAGEMENT SHOOTS
- CEREMONY REHEARSAL
- REHEARSAL DINNER
- GIFT REGISTRY
- WEDDING WEBSITE
- BUDGET ANALYSIS

*ANY SERVICE NOT LISTED CAN BE ACCOMMODATED