



*We'll handle all your
wedding needs so you
can celebrate in peace.*

CONTACT US

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ABOUT US

Velour Premier Events was founded on a singular belief: every event, no matter how large or small, is a major milestone in someone's life. At Velour, we listen to your dreams, add our creative design expertise, and collaborate with you to create your event just the way you imagine it.

Whether it's a grand opening, an album release, a wedding or a gala, every single event deserves authentic attention to detail, meticulous planning, and precise execution. While it all looks simple on Pinterest boards (i.e. because no one puts in the picture of how they somehow super glued themselves to the centerpiece trying to master the art of DIY), staging successful and fulfilling events is an art form. Our team has a combined experience of over 15 years of planning experience and you can trust us to manage the details - right down to the social media bragging rights.

We take the stress out of planning so you can relax and have fun.



*We make sure that
everything will be
perfect on your special
day!*

SERVICES

DAY OF / MONTH OF \$1,800

Perfect for the couple that has planned it all and just needs final coordination beginning 45 days before the wedding.

PARTIAL PLANNING \$4,500

This package is designed for the couple who only need help with specific areas along the way. You do half of the work and we do half of the work and offer recommendations and assistance throughout the planning process with 4 client/planner meetings.

FULL PLANNING STARTS AT \$10,500

This package is designed for the couple who needs full service planning to help with each step along the way. We offer full recommendations and assistance throughout the planning process with unlimited client/planner meetings.

Payments:

*50% due at time of booking

Remaining at 30 Days before event date

LUXURY FULL VISION

\$10,500

BY ANGELINA LOPEZ

Dream Big! You get all of the benefits of the above packages plus a creative planning session to sit with our Owner and Director of Events, Angelina Ruiz, to review your vision for your event design, theme and ideas. We are here to help you with, stationary, menus, programs, table design, linens, rentals, floral design, lighting, favors and more. We make sure to review every detail, so your event is flawless from beginning to end and executed just as you envisioned.

- (15) Client / Planner Meetings - We are touching base every month on planning items!
- Vendor Recommendations
- Full Event Design; Styling, Theme and Decor according to your wedding vision
- Assistance in arranging transportation needs
- Budget Assembly, Review and Co-Management
- Access to your own online "Planning Pod" portal
- Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
- Select wedding vendors and review vendor contracts
- Provide assistance with negotiation and/or changes to vendor orders and payment schedules
- Vendor Appointment scheduling and attendance (max of 6)
- Assistance with Event Design; Styling, Theme and Decor assistance
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Production of Vendor contact list
- Wedding Rehearsal Coordination (day before or day of the event)
- All day event coverage with Velour team that includes set up and tear down and clean up
- Management of the flow and timing of ceremony and reception



- Line up and cue Bride, Groom and wedding party for Grand Entrance and Exit
- Set up any decor not handled by a specific vendor and any DIY items
- Collect/Coordinate any final payments for specific vendors
- Collect wedding day items (2 days prior to wedding or day of rehearsal)
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events as needed
- Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
- Veil steaming, placement and removal (if needed)
- Rehearsal Dinner Recommendations
- Introduction to Travel Partners to help with hotel & travel plans

PARTIAL VISION

BY VELOUR VISIONEER

\$4,500



- All day Visioneer team event coverage that includes set up and tear down
- Pre-Negotiated special hotel rates with Marriott brand hotels and accommodations for out of town guests
- Assistance with Event Design; Styling, Theme and Décor assistance
- (4) Client / Planner Meetings
- Vendor Recommendations
- Vendor Contract Review and Negotiation
- Access to your own online “Planning Pod” portal
- Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
- Assistance with stationary verbiage
- Rehearsal Coordination
- Management of the flow and timing of ceremony and reception
- Line up and cue Bride, Groom and wedding party for Grand Entrance and exit and any formalities during reception dinner
- Set up any décor not handled by a specific vendor and any DIY items
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items (2 days prior to wedding or day of rehearsal)
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events as needed
- Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
- Veil steaming, placement and removal (if needed)

DAY OF / MONTH OF

BY VELOUR VISIONEER

\$1,800



- Vendor Recommendations
- Two (2) Client / Planner Meetings beginning 45 days prior to your wedding
- Production of a Detailed Wedding Day Itinerary
- Access to your own online “Planning Pod” portal
- Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
- Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Review Vendor Contracts
- Rehearsal Coordination
- All day event coverage with one (1) Lead Planner and one (1) Event Assistant
- Management of the flow and timing of ceremony and reception
- Set up any décor not handled by a specific vendor and any DIY items
- Collect/Coordinate final payments for specific vendors
- Line up and cue Bride, Groom and wedding party for Grand Entrance and exit and any formalities during reception dinner
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events as needed
- Collect any final vendor payments

REHEARSAL DINNER / SPECIAL EVENT ADD-ON

\$1,500



- Vendor / Venue Recommendations
- One (1) Planner Introduction and Vendor Review Meeting
- One (1) 30-Day Wedding Details & Planning Review Meeting
- Event coverage with one (1) Lead Planner and one (1) Event Assistant
- Production of a Detailed Itinerary
- Access to your own online “Planning” portal
- Production of a Floor Plan Layout
- Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Review Vendor Contracts
- Set up any décor not handled by a specific vendor and any DIY items
- Collect/Coordinate final payments for specific vendors
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events *as needed
- Collect any final vendor payments