

Julie Fair Event Planning

Please note that all packages are customizable. Prices change based on customization.

Option 1 Full Design, Planning & Coordination

Starting at \$2000.00

This is the ultimate collection for the couple that understands the overwhelming, stressful details involved in budgeting and planning a wedding and wants the luxury of having all the details professionally managed from start to finish. From a bride who has a million ideas and no clue where to start or a busy couple who doesn't have the time to plan and coordinate the wedding they want, this is the package for you.

We will set up a complimentary initial consultation. We'll ask about your style and the vision you two have for your wedding day and what design and planning services you need. All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

Services include (but not limited to) :

Pre-Wedding

Three Planning Meetings (including an initial consultation)

Vendor Recommendations

Assistance with determining color scheme, theme, and style of wedding

Assistance with concept design of floral, linen and other decor

Assist in venue meetings when available

Vendor communication

Prepare estimated budget & guide couple to ensure they remain on budget

Pre-event site visit to venue

Assist in venue floor plan and layout

Bridal party checklists

Development and management of wedding day timeline for bridal party and vendors

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Confirm vendors one week before wedding day

Wedding rehearsal coordination and management

Wedding Day

12 hours onsite coordination

2 Wedding Coordinators on site

CEREMONY

Bride and Groom Emergency Kit

Meet vendors at site for deliveries and setup

Assist with ceremony setup

Set up ceremony decor

Distribution of bouquets and/or pinning on of boutonnieres and corsages

Distribute ring pillow and flower baskets

Coordinate with officiant

Confirm possession of rings prior to ceremony

Line up and cuing of bridal party and musicians during the ceremony

Instruct ushers on family seating and timing

Assist bridal party to reception

Julie Fair Event Planning

Con't Collection 1

RECEPTION

Oversee reception setup and teardown
Review reception schedule with venue
Set up bridal table and cake table for desired items (cake knives, toasting flutes, etc.)
Set up reception decor
Oversee all reception decor and design details
Lay out all place cards, table numbers and favors
Greet guests at reception and offer any necessary directions or instructions
Coordinate bridal party entry and lineup for announcements at reception
Maintain and coordinate the agenda and timeline of the eventing (toast, first dance, cake cutting, bouquet toss, etc.)
Provide bride and groom vip services
Cue bride and groom, bridal party and parents for special events
Coordination of grand exit
Deliver final payments and tips to vendors
Arrange for gifts and ceremony/reception items to be moved from reception to designated car
A La Carte Services Available at an Additional Charge.

Collection 2

“Month Of”/Partial Planning & Coordination

Starting at \$1200.00

The two months before your wedding are the busiest time of all. But you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details.

We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 30-60 days prior to your wedding day. It includes access to our preferred vendor list and a detailed timeline that anticipates issues and accounts for all of the details before, during and after your big day, as well as your event planner to keep everything on track while you are enjoying your wedding. The following services are included in this collection:

Services include (but not limited to) :

Pre-Wedding

Initial planning meeting with couple to gather information
Access to our preferred vendor list
Bridal party checklists
Pre-event site visit to venue
Development and management of wedding day timeline for bridal party and vendors
Review all pre-existing vendor contracts
Final walk through meeting
Development and management of wedding day timeline for bridal party and vendors
Confirm vendors one week prior to wedding day
Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
2 hours wedding rehearsal coordination and management

Julie Fair Event Planning

Collection 2 continued

Wedding Day

10 hours onsite coordination

2 Wedding Coordinators on site

CEREMONY

Bride and Groom Emergency Kit

Set up unity candles, memorial candles, guest book and sign table

Oversee setup of ceremony and reception locations

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Distribution of bouquets and/or pinning on of boutonnieres and corsages

Distribute ring pillow and flower baskets

Coordinate with officiant

Confirm decoration and details are in place at ceremony and reception sites

Act as liaison between wedding party and vendors

Check that marriage license and rings are present for ceremony

Cuing of wedding party, family and/or musicians during the ceremony

Instruct ushers on family seating and timing

Help Bride into Gown

Assist Bride, Groom and Wedding Party

Transfer guest book to reception

Ensure day flows smoothly

Handle any last minute emergencies

Distribute final payments

A La Carte Services Available at an Additional Charge.

Julie Fair Event Planning

Collection 3 **“Day Of” Coordination**

Starting at \$750.00

The few weeks to a month before your wedding are the most stressful time of all, especially if you are trying to figure out who will take care of all the logistics on the day of. You might have thought you or a family member could, but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day.

If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm you vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as your event planner to keep everything on track while you are enjoying your wedding day.

Services include (but not limited to) :

Pre-Wedding

Initial meeting with couple to gather information

Confirm vendors one week before wedding day

Development and management of wedding day timeline for bridal party and vendors

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Act as liaison between wedding party and vendors

2 hours wedding rehearsal coordination

Wedding Day

10 hours onsite coordination

1 Wedding Coordinator on site

CEREMONY

Bride and Groom Emergency Kit

Oversee setup of ceremony and reception locations

Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics

Confirm decoration and details are in place at ceremony and reception sites

Act as liaison between wedding party and vendors

Check that marriage license and rings are present for ceremony

Help Bride into Gown

Assist Bride, Groom and Wedding Party

Ensure day flows smoothly

Handle any last minute emergencies

Distribute final payments

Julie Fair Event Planning

A La Carte Services

A la carte services are available to all who need a little something extra. We want your wedding to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

Hourly Rates are also available starting at \$30.00 per hour.

The following services are available on their own or as an “add on” to any collection:

- Hourly consultation services
- Event design consultation
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Hotel arrangements for out of town guests
- Create and/or distribute customized hospitality gift bags
- Tabletop design
- Development and management of planning timeline
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding
- Assistance with concept of design of floral, linen and other decor
- Design and layout of furniture lounges, room layout/floor plan design
- Pre-event site visit to venue
- Seating chart layouts
- Assembly of guest favors
- Assembly of invitations
- Rehearsal dinner planning
- Bridesmaid luncheon planning
- Wedding shower planning
- Special wedding weekend event planning such as golf outing, spa day, wine tour, etc.
- Assistance with wedding invitation, save-the-dates, menu and program design
- Rehearsal dinner arrangement
- Transportation arrangement and coordination
- Attend vendor meeting
- Custom weekend itinerary with extensive detail of each activity
- Decor setup and break down
- On-site appointments and consulting
- Personalized timeline
- Personalized vendor recommendations and referrals
- Venue research and scouting

Julie Fair Event Planning

A La Carte Services continued

Wedding day and rehearsal directing only
Development and management of wedding budget
Development and management of guest list and RSVPs
Menu development and advice
Assistance with wedding and gift registry
Day-after brunch or activities coordination
Arranging caterer tastings or cake tastings
Arranging fittings and alterations
Design and assembly of children's activity packs
Help with crafting and DIY decor
Honeymoon planning and arrangements
Management of invitation and stationery orders (save-the-dates, invitations, ceremony and reception stationery)
Create a calendar for vendor payments
Send ongoing reminders for contract deadlines, payments and wedding timeline
Additional on site coordinators
Additional hour coordination
and much more.

***Contact us for pricing information**

Julie Fair Event Planning

Event Packages

Let Julie Fair Event Planning, plan your next big event or party! After all, you should enjoy the experience just as much as your guests! We offer full or partial planning and design for any party you can imagine. Choose from one of our pre-packages below or contact us for a custom packaged tailored to meet your individual needs.

ENGAGEMENT PARTY [starting at \$150]
WEDDING SHOWER [starting at \$150]
BACHELORETTE/BACHELOR PARTY [starting at \$150]
DESTINATION WEDDING PLANNING [starting at \$500]
BRIDAL LUNCHEON [starting at \$200]
REHEARSAL DINNER [starting at \$200]
WEDDING BRUNCH [starting at \$200]
HOUSEWARMINGS [starting at \$150]
ANNIVERSARY [starting at \$200]
VOW RENEWALS [starting at \$200]
BABY SHOWER [starting at \$150]
BIRTHDAY PARTY [starting at \$200]
HOLIDAY PARTY [starting at \$250]
GRADUATION PARTY [starting at \$250]
SURPRISE PARTY [starting at \$250]
REUNIONS [starting at \$200]
BACKYARD PARTIES [starting at \$150]
AND MANY MORE!

all packages include:

Venue Location Assistance
Vendor Referral Service
Vendor Coordination