

Wedding services

DAY-OF COORDINATOR \$1,200

- On boarding consultation to discuss all of your wedding details and priorities
- Timeline planning 2 months prior to the wedding; templates and suggested timelines are given.
- Confirm start/end times with all vendors
- Unlimited communication
- Final timeline sent to couple and all vendors 2 weeks before the wedding
- Primary contact for all vendors day of the wedding
- Assist in setup and teardown of ceremony, cocktail hour, and reception Manage timeline during the event. (10 hours day-of)
- I'm your runner for the day! Bride needs her sneakers to dance, mom is missing for the photos, flower girl needs her petals.. I'll be there!
- Recommended Vendor List
- Emergency Kit Access
- Rehearsal Management can also be added for an additional \$300

PARTIAL PLANNING \$3,000

- Assist in vendor selection
- Provide a planning checklist for couple
- Assist with wedding design and budget
- Assist in timeline & floor plan creation
- Regular check-ins reviewing checklist for each month to keep planning on track
- Digital Design is Included (Save the Dates, Invitations, etc)
- Will attend final venue walkthrough
- Additional Assistant included Day of
- Rehearsal Management is included
- All Day-of Coordination services are included

FULL PLANNING \$5,000

- Assist in venue selection
- Assist in finding vendors based on location and price
- Finalize booking vendors and managing contracts
- Manage invoices and send client reminders when due to vendors
- Manager all RSVP's
- Contact local hotels for room blocking
- Month-to-month checklist and regular meetings to keep planning moving Manage budget and send reminders when invoices are due
- All Day-of Coordination & Partial Planning services are included