



Stacey Jones Your Personal Event Coordinator Cell: 760 880 0870 or hello@staceyjones.com



Stacey Jones Event Design Wedding Management

| Congratulations! |

Congratulations! We at Stacey Jones Event Design love partnering with wedding couples and we understand the special nuances needed to bring your most special event to life. From your rehearsal and vendor set-up, to maximizing the amazing beauty of your venue, we are here for you to help. SJED ones true goal is to provide you comfort and security while making your wedding day one of the most cherished highlights of your life!

| FEE | Wedding Management Bundle for Palm Springs & Joshua Tree up to 75 guests \$1800*. Email for other packages hello@staceyjones.com**

| SJED & Wedding Management - Rehearsal & Day-Of |

This bundle includes:

- Unlimited calls, text & emails
- Design and sourcing of items
- Attending of up to two vendor meetings .
- 1 hour the evening prior for your rehearsal processional practice and final walk thru
- 10 hour Wedding Day coordination on the event date



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****Additional assistant staffing is required if we flip a space billed at \$50 per hour 4 hour \$200
***Additional staffing for weddings over 85 will be billed at \$50 per hour with 4 hour min, to help set up etc.*

| We're Here for You! |

- This SJE Bundle also includes SJE digital Timeline, Budget Sheet, Event Checklist and
- Vendor Partner Suggestions (if needed). We love sharing with you and working with our other desert professionals we trust to make your special day personal and its most successful.
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- PLANNER SJE will provide THE COUPLE an interview, their expertise and checklists to make sure the couple has not overlooked any details.
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- PLANNER SJE will facilitate the event by guiding the vendors and directing the bridal party processional/flow of the event.
- PLANNER SJE provides vendor suggestions and information after learning of the couple's needs and desires.
- PLANNER SJE doesn't attend vendor meetings when booked for this package. ****These services may be requested via a la carte requests and helpful if THE COUPLE cannot attend local meetings. We are here to help as and if you need! Let us know when your meetings are as we might be able to join.*
- THE COUPLE will book all vendors ahead of time book, contract and pay them directly.
- THE COUPLE provides all copies of vendor and vendor contracts to PLANNER SJE so PLANNER can review and be prepared and insure on behalf of COUPLE management of services ordered.
- PLANNER will review all provided documents to make sure that nothing has been overlooked or forgotten, and help THE COUPLE prepare Floor Plan and Wedding Day Timeline that will include all scheduled deliveries and services for the event day.
- PLANNER will communicate with the couple via email and phone as needed to obtain all necessary information and make THE COUPLE feel at ease.
- PLANNER will meet with couple for 30 minutes before the rehearsal if needed, and attend and direct rehearsal processional practice for 30 minutes.
- THE COUPLE is to arrange for the rehearsal to take place. THE COUPLE is to contact the officiant, venue, and anyone else who is to participate in the rehearsal. PLANNER will attend and direct the rehearsal.



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- PLANNER will communicate with and reconfirm details with all hired vendors for whom contact information has been provided.
- PLANNER will provide the Wedding Day Timeline to the couple and vendors involved.
- PLANNER will set up the couple's basic wedding items, including but not limited to guest book, candy station, gift/reception table, place cards, gift card box, programs, fans, wedding favors, etc. Couple will provide written instructions for all items to PLANNER 5 days prior to event date.
- This DOES NOT include set of any equipment or props such as tables, tents, chairs, furniture, lighting, etc. The set up for those items are to be handled by the companies from which they are rented.
- On your event day, your bridal party will be your personal attendants. PLANNER is in charge of the vendors and set up of your wedding day. If you require more personal attention from PLANNERS, which we love providing, please inquire about additional a la carte services and assistants available as needed.
- Programs, place cards, escort cards, menus and any DIY projects need to be assembled and ready for PLANNER in the manner in which they are to be set up. For example, if you prefer your escort cards are arranged in alphabetical order, then be sure they are arranged that way in advance and given to PLANNER to set up. PLANNER wants time management to be smooth and productive for the success of your event.
- PLANNER will strive to assist distribution and placement of flowers on a limited basis as most shall be set up by florist. An example of PLANNER assistance is to bring personal wedding flowers to family and bridal party, while florist or design vendors place ceremony and reception flowers.
- Design, Styling Packages and Design Execution Assistance is available through SJE via additional a la carte services.

| EXAMPLES OF ADD-ON A LA CARTE SERVICES AVAILABLE & billed separately

| Welcome Amenity Assistance |

TWDTA will often assist Client with "welcome bags" or other out-of-town guest amenities, as needed, including assembly and delivery. TWDTA can also provide creative options for amenities.



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| Graphic Design |

SJE offers clients graphic design services to include wedding motifs & monograms, custom printed menus, simple escort cards, buffet menu boards, specialty signage, and other paper goods. This may also include venue set-up diagrams and other schematics.

| DIY Floral Design & Assembly |

For those clients that are looking for a simple design and want to bring in their own flowers, SJE does offer floral design assistance for assembly of DIY designs.

| Shuttle Coordination & Management |

If you are providing group shuttle services for your guests, SJE can assist with securing the shuttle service, coordinating pick-up schedules, and provide staffing to manage the process the day of your event.

If you would like SJE to source various wedding items for you, we are happy to provide that service as a convenience to you. Those services may be billed at an hourly rate, flat rate, commission base or a combination of. We love helping make your wedding one of a kind with details special to you!

| Shipping and Storage |

We may be available to receive shipments and storage of your event items prior to event. Please discuss how we can help and if we would have ability to receive, store and transport your items to your venue.

