



Rates and Services

Bronze Service Wedding- starts at \$1999.00*

Wedding Day Management

- Coordinating services beginning up to 60 days prior to the wedding
- Timeline assistance, communicate with all vendors, provide industry insight
- Orchestrate Reception Coordinating
- Confirm and follow up with wedding vendors
- Execute, assist and coordinate wedding activities and details with all parties involved
- Provide guidance for guest seating accommodations and execution
- Transport wedding accessories (i.e. toasting flutes and cake and knife server etc.)
- Distribute final payments to vendors
- Coordinate and accommodate guests
- Handle any last-minute emergencies
- Wedding Day Emergency Kit available
- Provide vendor referrals upon request for all categories
- Full day services available upon request*
- Rehearsal and Ceremonial services available upon request*

Silver Service Wedding -

Wedding Day Management with partial planning

In addition to the services included in the *Bronze package*, we will provide 3 consulting meetings with the bridal couple. The meetings can cover the following listed below or can be customized and include vendor/site visits. All meetings include follow ups on the tasks.

Planning Meeting 1 is for the purpose of:

- Developing initial plans and wedding budget
- Identifying needs and expectations of the bridal couple's wedding
- Identifying objectives and advising accordingly
- Discuss inspiration and creative details
- Providing suggestions and vendor referrals

Planning Meeting 2 is for the purpose of (suggested up to 90 days before)

- Assessing the arrangements and identifying deficiencies
- Assess task list progress, provide guidance and follow-up
- Receive copies of all contracts and vendor information to review
- Provide further guidance and next steps in planning process

Planning Meeting 3 is for the purpose of (suggested up to 60 days before)

- Establishing a wedding week and day of schedule for all parties involved
- Development of itinerary for wedding vendors

Additional services provided:

- Assist in selection of wedding stationery/invitations, calligraphy
- Review wedding stationary and offer suggestions and guidance

Gold Service Wedding –

Wedding Day Management with partial planning plus

This package works for couples who don't need a planner's assistance for every detail of the wedding but would like guidance and have their plans evaluated by an expert in the event industry. In addition to the services included in the *Silver package*, we will provide 3 additional consulting meetings with the bridal couple.

The meetings can cover the following listed below or can be customized and will include vendor/site visits. All meetings to include follow ups on the tasks.

- Create a customized wedding task list
- Create request for proposal for floral and décor vendors
- Assist with setting up hotel room blocks
- Evaluate vendor contracts
- Prepare wedding expense sheet and payment tracker
- Provide a complete up to date list of wedding vendor referrals
- Set initial appointments for couple to attend
- Attend a detail finalization visit with each of the wedding vendors if applicable
- Assist, guide and offer creative ideas for escort/placecards/seating chart for reception
- Provide vendor referrals upon request for all categories

Platinum Service Wedding –

Full Service Planning

This package is comprehensive because it offers the bridal couple the comfort of having a consultant guiding them throughout the entire planning period by providing assistance in all aspects of the wedding planning.

Pre-Wedding Planning:

Business Plan

- Develop and execute a wedding plan customized to bride and grooms needs
- Develop and create a budget, task list, payment tracker
- Create wedding itinerary for all vendors
- Create information letters for wedding party members (out of town)
- Call to interview vendors on availability for wedding
- Set initial appointments for couple to attend
- Evaluate wedding contracts
- Assist with creation of menu for reception
- Assist with creating/designing reception floor plan and selection of rental items
- Assist in selection of ceremony and reception music
- Assist in selection of wedding stationery/invitations (calligraphy, optional)
- Assist in selection of hotel accommodations room blocks (maximum of 3 hotels)
- Provide vendor referrals

Coordination Plan

- Provide assistance with event design ideas on creative aspects of wedding
- Attend a detail finalization appointment with each vendor (if applicable)
- Keep in constant contact with all vendors on changing aspects of wedding plans
- Be actively involved in all creative aspects of wedding
- Follow up with vendors the month of and week of the wedding
- Plan and coordinate wedding events with all parties involved
- Attend wedding rehearsal (optional)
- Attend ceremony (optional)
- Coordinating the wedding day (see Bronze package for details)

Additional Options:

A-la Carte Fees and Services for Event Planning

- Consultation Fees.....\$250 per hour
- Hourly consultations are available with a 2 hour minimum
- Guest Seating Printing.....starting at \$400 per item
- Stationary and all other printing.....starting at \$2.00 each

Payment Policies

- Each package is divided into equal payments
- Final payment is due 14 days prior to the event
- Initial payment is a non-refundable retainer fee
- Checks are payable to The Event Planner, Inc.
- Zelle & Paypal payments accepted

*Additional Fee for coordinating Ceremony and Rehearsal-

Bronze, Silver and Gold packages (ceremony service included in packages that have ceremony and reception same location and consecutive timing)

*Additional Fee for materials and designing place cards or seating chart

*Entire day coordinating available upon request

**Platinum Package* includes wedding coordinating of ceremony and reception

*Additional events not included planning packages however available for additional fee-
please inquire for details. (ex. bridal shower, rehearsal dinner, full day coordinating, etc.)