



WE ARE COMPLETELY COORDINATED  
SO YOU DON'T HAVE TO BE!

As coordinators, we are committed to ensuring our couples have the best wedding experience without all the stress. We want to work on your wedding day so you and your families don't have to!

*Let us coordinate the details!*

You only get one chance to do the day right, let's do it together! You'll have peace of mind knowing you have a team behind you with the perfect mix of talent. You have spent months planning your wedding; count on us to coordinate all the details and bring your vision to reality!





# How much assistance do you need?

## COMPLETELY COORDINATED PACKAGES FOR 2023 WEDDINGS AND BEYOND

prices starting at

WHITE	PINK	GOLD
\$2500	\$3200	\$4200

1	Team of at least two (2) coordinators on event day (up to 10 hours)	●	●	●
2	Unlimited email communication throughout the planning process	●	●	●
3	Access to Aisle Planner planning software (90 days)	●	●	●
4	Curated list of vendor referrals & access to preferred vendor's pricing and discounts	●	●	●
5	Assistance with vendor proposals & contract review	●	●	●
6	Minted.com partnership, with 25-35% off wedding stationery	●	●	●
7	Custom stationery design services through Minted.com	●	●	●
8	Assistance with wedding etiquette for all stationery	●	●	●
9	Review of prepared wedding budget	●	●	●
10	Assistance tracking vendor payments & payment reminders	●	●	●
11	Creation and coordination of transportation schedule & act as day-of point of contact	●	●	●
12	Wedding insurance assistance & recommendations	●	●	●
13	Running of venue walkthrough (4-6 weeks before event) & rehearsal	●	●	●
14	Personalized wedding day timeline	●	●	●
15	Floor plan creation for all spaces & review of seating chart	●	●	●
16	Assistance with guest list, RSVPs and meal selections in Aisle Planner & communication to caterer	●	●	●
17	Confirmation of officiant ordainment & assistance with ordainment questions	●	●	●
18	Assistance with first look or first touch	●	●	●
19	Coordination of ceremony processional and recessional (experience in many ceremony types)	●	●	●
20	Full execution of personal decor, signage & favors	●	●	●
21	Partnership with BBJ La Tavola, with 10% off specialty linens	●	●	●
22	Comprehensive vendor liaison (about 2 weeks out)	●	●	●
23	Wardrobe assistance (i.e., bustling dress, pinning boutonnieres)	●	●	●
24	Guest liaison & assistance with overall guest experience	●	●	●
25	Assistance with miscellaneous tasks (adding flowers to cake, cake cutting)	●	●	●
26	Execution of newlywed "send off"	●	●	●
27	Full setup to break down wedding day assistance (guarantee all gifts, cards and excess favors collected)	●	●	●
28	Ensure marriage license is signed and can be submitted	●	●	●
29	Floral & decor reutilization post-ceremony/floral donations post-wedding	●	●	●
30	Referral perk during AND after wedding	●	●	●
31	More hands-on assistance from Completely Coordinated staff		●	●
32	Up to 3 additional hours from the Team on wedding day		●	●
33	Unlimited access to Aisle Planner planning software		●	●
34	Comprehensive wedding planning checklist		●	●
35	Access to host free wedding website through Aisle Planner		●	●
36	Help negotiating vendor proposals & contracts		●	●
37	Unlimited hours of assistance on wedding day			●
38	Quarterly check-ins and touchpoints for completion of wedding planning milestones			●
39	Development of fully comprehensive budget			●
40	Wedding registry assistance/notification about private registry events			●
41	Assistance creating a ceremony outline			●
42	Design and Decor Consultation (2 hours)			●
43	Build out of reception space in 3D through Be Merri platform			●
44	Oversee hotel block and welcome bag prep			●
45	Post-wedding follow-up & name change assistance			●