



SERVICES & INFORMATION



FULL SERVICE:

full-service planning from start to finish
minimum flat rate of \$6000 or 10% of overall cost

- Budget development and management, including cost saving solutions
- Monthly action lists and wedding day timeline
- Venue selection, including on-site tours (reception and ceremony) and contract negotiations
- For outdoor sites: coordinate tents rentals, flooring, a/c or heating needs, generators, lighting, and bathrooms
- Vendor selection, coordination and contract negotiations
- Personalized design and decor development, using a visual mood board as a helpful aid, including all rental items, floral, color palette, linens and printed material and a to scale CAD drawing layout
- Accompaniment to all vendor meetings including a meeting itinerary
- Coordination of place cards, menu cards, programs and favors
- Catering coordination including menu development
- Guest coordination, including hotel accommodations and room blocks, creation and distribution of welcome bags, with up to 5 locations
- Transportation coordination
- Unlimited meetings, phone calls and e-mail correspondence
- Manage and direction of rehearsal, ceremony and reception, including wedding party coordination
- Distribute payment to vendors the day of the wedding
- Venue liaison: we will make sure all reception items are in place and displayed per your specifications
- Management of bride's personal belongings and gifts, ensuring safe delivery to the designated place or person after the wedding
- Two lead planners through planning process

PARTIAL SERVICE:

guiding you with referrals and helpful organization

minimum flat rate of \$4000

- Attendance of food and beverage consultations when specified in the contract
- Initial design conception
- Manage and direction of the rehearsal, ceremony and reception, including wedding party coordination
- Timeline creation and management for rehearsal and wedding day
- Monthly updates and up to five face to face meetings to discuss event details
- Vendor liaison: we will call to confirm all details that you have arranged and organize delivery pick up times
- Distribute payment to vendors the day of the wedding
- Venue liaison: we will make sure all reception items are in place and displayed per your specifications
- Management of bride's personal belongings and gifts, ensuring safe delivery to the designated place or person after the wedding
- Vendor referrals based on budget and aesthetic vision

DAY OF SERVICE:

on-site execution by a professional to ensure your vision comes to life
minimum flat rate of \$2000

- Coordination meeting 45 days prior to your wedding with your assigned lead planner
- Three planning meetings to review details
- Review all contracts and wedding details to create a day-of itinerary
- Distribute timeline to all vendors as well as confirm contact info and set up time
- Coordination of rehearsal, setup, ceremony and reception, and break down
- Review rental order and layout to ensure proper venue set up

A LA CARTE:

- Rehearsal dinner coordination: \$950
- Bridal brunch coordination: \$450
- Day after party coordination: \$550
- Printed material design, printing, and mailing: \$800
- Welcome bag assembly and distribution: \$300
- Favor conceptions and assembly: \$250
- Transportation coordination: \$200
- Additional on site coordinator: \$500
- Wedding night accommodations: \$150
- Layout and/or seating arrangement: \$65