

# SERVICES GUIDE

## THEN COMES MARRIAGE

WE ARE THRILLED YOU ARE HAVE TAKEN THIS NEXT STEP TO LEARN MORE ABOUT OUR SERVICES AND HOW WE CAN BEST SERVE YOU IN PLANNING FOR YOUR BIG DAY.

HERE YOU WILL FIND OUR SERVICES AND PRICING, AS WELL AS OUR A LA CARTE, HOURLY OR CONSULATION BASED OPTIONS.

\$ 4,500

# FULL WEDDING PLANNING

- ❖ Initial planning meeting to discuss budget, priorities, and vision, as well as set first 30 day goals
- ❖ Design consultation and creation of inspiration packet
- ❖ Venue and all vendor recommendations
- ❖ Unlimited design or planning meetings as needed
- ❖ Unlimited access to coordinator via phone and email
- ❖ Management of budget template and planning checklist
- ❖ Start to finish communication with and booking of all vendors
- ❖ Contract review and negotiation
- ❖ Setup of all meetings and phone calls with vendors
- ❖ Booking of accommodations, hotel blocks, and transportation
- ❖ Pre-walk through call or meeting to prepare for final detail questions
- ❖ Final walk through at your reception venue to discuss and finalize day of details with key vendors around 30 days out

From here, all items included with month of coordination would take place!

\$3,500

- ❖ Planning assessment phone call to set priorities and get you started in the right direction
- ❖ Venue and all vendor recommendations
- ❖ 3 design or planning meetings used as needed
- ❖ Access to budget template and planning guide with check ins every 30-60 days to help you manage your time and stay on pace
- ❖ Final walk through at your reception venue to discuss and finalize day of details with key vendors around 30 days out
- ❖ Final info packet including; timeline, processional order, vendor information, décor, personal item/floor plan details, ect
- ❖ Floor plan creation if needed
- ❖ Final information review phone call 7-10 days out
- ❖ Vendor pass off; we take over communication and coordination with vendors after your final walk through
- ❖ Direction and coordination of ceremony rehearsal
- ❖ 8 hours of on-site wedding day coordination
- ❖ Placement and break down of personal items
- ❖ Distribution of vendor tips and final payments
- ❖ Manage and direct flow of the day; assisting bride and groom, bridal party, and immediate family throughout the evening
- ❖ Coordination and execution of send off including loading personal items in getaway car

# PARTIAL WEDDING PLANNING

\$1,600

# MONTH OF COORDINATION

- ❖ Vendor recommendations
- ❖ Access to budget template and planning guide
- ❖ Final walk through at your reception venue to discuss and finalize day of details with key vendors around 30 days out
- ❖ Final info packet including; timeline, processional order, vendor information, décor/personal item/floor plan details, ect
- ❖ Floor plan creation if needed
- ❖ Final information review phone call 7-10 days out
- ❖ Communication and coordination with all vendors
- ❖ Direction and coordination of ceremony rehearsal
- ❖ 8 hours of on-site wedding day coordination
- ❖ Placement of and break down of personal décor items
- ❖ Distribution of vendor tips and final payments
- ❖ Manage and direct flow of the day; assisting bride and groom, bridal party, and immediate family throughout the evening
- ❖ Coordination and execution of send off including loading personal items in getaway car

\$1,200

- ❖ Vendor recommendations
- ❖ Final information review phone call around 30 days out
- ❖ Communication and coordination with all vendors
- ❖ Final info packet including; timeline, processional order, vendor information, décor/personal item/floor plan details, ect
- ❖ Direction and coordination of ceremony rehearsal
- ❖ 8 hours of on-site wedding day coordination
- ❖ Placement of personal décor items
- ❖ Distribution of vendor tips/final payments
- ❖ Manage and direct flow of the day; assisting bride and groom, bridal party, and immediate family throughout the evening
- ❖ Coordination and execution of send off including loading personal items in getaway car
- ❖ Breakdown of personal items to be sent home with friend or family member

# DAY OF COORDINATION

# ADDITIONAL SERVICES

- ❖ Rehearsal Dinner Planning: \$500+
- ❖ Additional Day-of Coordinator: \$500 (required for guest counts over 250)
- ❖ Additional In Person Meeting: \$250
- ❖ Additional Phone Meeting: \$150
- ❖ Additional Day of Hours: \$100/hour
- ❖ Travel Costs: Evaluated if commute is more than one hour

A LA CARTE AND CONSULTATION ONLY PLANNING SERVICES ARE AVAILABLE FOR ADDITION TO EACH PACKAGE AND ARE EVALUATED ON A CASE BY CASE BASIS. PLEASE INQUIRE FOR MORE INFORMATION AND PRICING!