



# Day-Of Coordination

\$1200

## Pre-Wedding Day

- Three meetings with Planner
- Unlimited Texting for coordination and advice
- Receive a customized planning checklist (if requested)
- Receive a detailed Wedding Day Itinerary
- Review Vendors list
- Vendor Management
- Advise Client on any wedding-related questions or etiquette

## Wedding Rehearsal

- Coordinate ceremony rehearsal
- Collect wedding day items such as marriage license, guest book, cake knife, cake topper, favors, candles, programs, etc.
- Finalize itinerary details

## Wedding Day

- Manage the flow of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors

## Ceremony Set-up and Coordination

- Distribute bouquets and pin on corsages
- Direct vendors on where to set up and answer any questions
- Oversee ceremony set-up and flow of events
- Line up and cue wedding party/musicians for ceremony

## Reception Coordination

- Set up all reception décor not handled by a specific vendor
- Bustle wedding gown
- Line up and cue Bride, Groom, and wedding party for Grand Entrance
- Assist DJ in cueing important events
- Cue Bride and Groom for all important events
- Maintain and coordinate timeline for all events during reception

\*Process Begins 90-Days in advance





# Full Planning Package

\$2500

## Pre-Wedding Day

- Unlimited meetings with Wedding Planner
- Full event design, theme, and concept development
- Unlimited Vendor meetings for the Planner to attend in categories of your choice: DJ; Florist; Caterer, etc.
- Personalized budget construction and analysis
- Tracking RSVPs
- Receive a customized planning checklist
- Receive a detailed Wedding Day Itinerary
- Review Vendors list
- Advise Client on any wedding day related questions
- Assistance in planning wedding related events
- Negotiate special hotel rates and room blocks for out-of- town guests
- Assistance in arranging all transportation needs
- Research activities and special events for out-of-town guests

\*Process Begins after booking

## Wedding Rehearsal

- Coordinate ceremony rehearsal
- Collect wedding day items such as marriage license, guest book, cake knife, cake topper, favors, candles, programs
- Finalize itinerary details

## Wedding Day

- Additional Coordinator
- Manage the flow of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors

## Ceremony Set-up and Coordination

- Distribute bouquets and pin on corsages
- Direct vendors on where to set up and answer any questions
- Oversee ceremony set-up and flow of events
- Line up and cue wedding party/musicians for ceremony

## Reception Coordination

- Set up all reception décor not handled by a specific vendor
- Bustle wedding gown
- Line up and cue Bride, Groom, and wedding party for Grand Entrance
- Assist DJ in cueing important events
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- Maintain and coordinate timeline for all events during reception





# Elopement Package

\*Weddings with up to 30 guests

**\$75 per hour**

## **Pre-Wedding Day**

- Two meetings with Planner
- Receive a customized planning checklist (if requested)
- Receive a detailed Wedding Day Itinerary
- Review Vendors list
- Advise Client on any wedding-related questions


## **Wedding Day**

- Manage the flow of the ceremony and reception (if applicable)
- Act as a liaison between wedding party, family members, and vendors

## **Ceremony Set-up and Coordination**

- Distribute bouquets and pin on corsages
- Direct vendors on where to set up and answer any questions
- Oversee ceremony set-up and flow of events
- Line up and cue wedding party/musicians for ceremony

## **Reception Coordination**

- Set up all reception décor not handled by a specific vendor
  - Bustle wedding gown
  - Line up and cue Bride, Groom, and wedding party for Grand Entrance
  - Assist DJ in cueing important events
  - Cue Bride and Groom for all important events
  - Maintain and coordinate timeline for all events during reception
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# Honeymoon Planning Package

\$200

## Event Management

\$75 per hour \*Minimum 6 hours

Birthday Parties

Sweet 16's

Corporate Meetings

Corporate Parties

Anniversaries

Bridal Showers

Baby Showers

Graduation Parties

Full Corporate Event  
Planning & Coordination

\$2000

