



	SET UP AND TEAR DOWN	MONTH OF COORDINATOR	FULL EVENT PLANNING	MULTI-DAY EVENT PLANNING
	\$750	\$1,200	\$3,000**	\$5,000**
Planning and Logistics:				
In-person meeting to discuss wedding day vision.	X	X	X	X
Monthly meeting from date of contract to discuss event and organize logistics.		X	X	X
Unlimited email and phone communication from date of contract.	X	X	X	X
Create customized Day of Timeline.		X	X	X
Create wedding budget.			X	X
Assist with booking location of Ceremony and Reception.			X	X
Assist with booking location of Rehearsal and Morning after Brunch.				X
Create venue diagram and assist in creation of floor plan(s).			X	X
Assist with creation of a wedding website.			X	X
Coordinate transportation to and from each event.			X	X
Assistance with hotel accommodations for out of town guests and room blocks.				X
Guests Management: research, book/coordinate off-site activities during wedding weekend.				X
Discuss layout, general flow and logistics.		X	X	X
Marriage license information.		X	X	X
Design save-the-dates and invitations.			X	X
Manage RSVP's and seating arrangement.			X	X
Revise floor plan(s) for your wedding venue(s) to incorporate ALL guest seating and set up.			X	X
On site walk through appointment at venue(s) to discuss setup and logistics.	X	X	X	X
Customized planning timeline.		X	X	X
Final review of timeline, last minute details and logistic for the wedding day.		X	X	X
Design and Details:				
Creation of color palette and inspiration board.			X	X
Develop design and theme.			X	X
Gather ideas and give suggestions on how to maximize current resources.			X	X
Design escort card table.			X	X
Design sign-in table.			X	X
Design cake table.			X	X
Design gift table.			X	X
Design sweetheart table or head table.			X	X
Design centerpieces (work with florist).			X	X
Work with florist to create floral design thru out event.			X	X
Create mock up place setting.			X	X
Advice on how to personalize your wedding.			X	X
Stationery consultation: invitations, programs, menu, etc.*			X	X
Creation of Table Numbers and Escort Cards*			X	X

Work with lighting and drape vendor.			X	X
Create favors*			X	X
Create Welcome Packs*			X	X
Create custom signage*			X	X
Assist and create last minute details and ideas*			X	X
Vendors:				
Vendor referrals.		X	X	X
Research vendors: venue, music, florist, photographer, paper, bakery, food, etc.			X	X
Coordinate meetings and appointments with vendors.			X	X
Review all vendor contracts.		X	X	X
Book vendors.			X	X
Create vendor timeline.		X	X	X
Confirm all vendors during month of wedding.		X	X	X
Distribute and discuss final timeline with vendors one week prior wedding date.		X	X	X
Monitor payments due.			X	X
Rehearsal:				
Collect all décor/items needed for wedding day (preferably 1 week prior to event).	X	X	X	X
Coordinate and direct processional and recessional of the bridal party on the rehearsal date.		X	X	X
Set up rehearsal dinner.			X	X
Coordinate rehearsal dinner.			X	X
Wedding Day:				
Up to 10 hours of service on your wedding day.		X	X	X
First to arrive at wedding location.	X	X	X	X
Main point of contact for all vendors, family and guest.		X	X	X
Oversee wedding.		X	X	X
Manage vendor and decor setup at ceremony.	X	X	X	X
Manage vendor and decor setup at reception site.	X	X	X	X
Basic ceremony venue set up: placement of items needed for ceremony and last minute details.	X	X	X	X
Basic reception venue set up: placement of items and last minute details.	X	X	X	X
Displaying favors, minimal decor, placement of escort cards, menus and table numbers, toasting flutes, cake knife, sweetheart table, light candles, display pre-made centerpieces, etc.	X	X	X	X
Pin corsages, boutonnieres and pass out bouquets.		X	X	X
Help direct guests to ceremony, cocktail and reception area.		X	X	X
Line up wedding party for processional.		X	X	X
Cue the wedding party for the processional and coordinate timing of musician or DJ.		X	X	X
Cue vendors prior to each major event and make sure they are ready to go.		X	X	X
Help with the grand entrance.		X	X	X
Coordinate entertainment and all announcements during reception.		X	X	X
Set-up for grand finale.		X	X	X
Ensure client's belongings are secured with pre-assigned person.	X	X	X	X
Supervise breakdown and cleanup of venue.	X	X	X	X
Organize rental pick-ups.	X	X	X	X
Distribution of any final payments and gratuities to vendors on couple's behalf.		X	X	X
Take care of any emergency with ease.		X	X	X
Upon completion of all contracted services, will depart unless other services have been requested		X	X	X

Extras Perks:				
Provide Emergency Kit			X	X
2 Planners			X	X
Bathroom Baskets			X	X
Etiquette advice			X	X

Additional Services:		Rates
Candy Tables	25 Cake Pops, 6 Candy Choices	\$300
	50 Cake Pops, 6 Candy Choices	\$400
	75 Cake Pops, 8 Candy Choices	\$500
	100 Cake Pops, 8 Candy Choices	\$600
	125 Cake Pops, 10 Candy Choices	\$700
	150 Cake Pops, 10 Candy Choices	\$800

*All Candy Tables include: Set up/Clean up, Table, Table Cloth, Custom Sign/Banner, Custom Candy Bags, Candy Bowls and Candy Scoops.

Alterations:		
Bridesmaid Dress Hem		\$55
Bridesmaid Dress Custom Alterations	Taking in/out, adding/removing elements to dress, etc.	\$95**
Custom shall		\$65
Custom Cover-up	Bolero Jacket - matched to dress	\$95
Veil (plain)		\$45
Veil with embellishments	Prices vary depending on embellishment (Swarovski crystals, lace, etc.)	\$45**
Custom Menu		\$1.00 each
Custom Escort Card		\$0.50 each
Custom Paper Goods	Invitations, welcome bag note, thank you card, itinerary, etc.	Prices Vary

- If you are interested in partial services please feel free to contact us and we can accommodate this by repricing our services according to your needs.
- For Set up and Tear down services we are not present during your event.
- If there are 2 different venues for ceremony and reception there is an additional \$150 fee.
- If a cargo van or truck space is needed to deliver wedding décor additional \$250 fee will be added.
- Prices listed above can vary depending on additional services added during planning. Any additional cost will be discussed and put into writing before work is performed. All products, crafts and décor items that need to be purchased are not included in the prices listed above.

****Starting Prices**



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