



BRICK + WILLOW EVENTS

2020 SERVICES





Thank you so much for your
time and consideration of
Brick + Willow for your
upcoming event. It is a privilege
to play a role in such special
days in the life of my clients,
and I hope to walk alongside
you as we work together to
make your dreams come to life.

*sincerely,
sarah*

TABLE OF CONTENTS

month of coordination

Do you feel confident planning your own wedding, but want to make sure all of your hard work pays off on the big day? Let us step in to help you finalize details, create a timeline, and relax during your last month of engagement. We'll make sure your dreams come to life exactly how you planned!

design + coordination

Our most popular package is perfect for the bride that enjoys planning her wedding, but wants assistance along the way. We'll walk alongside you to help choose the perfect vendors, create a design plan for all decor, help make decisions, and finish the deal with our month of coordination package.

wedding planning

If you're crunched on time, stressed out, or simply don't enjoy the planning process, we've got you covered. We will take charge from engagement to wedding date, helping you through every decision along the way. You'll have the final say as we guide you to your dream day!





month of coordination

Our most basic package - perfect for the couple that loves planning, knows how to stay organized, but wants someone to tie up the loose ends and make sure the day goes as planned.

- Unlimited email communication for suggestions and recommendations
- Copy of preferred vendors list for your reference
- One in-person meeting to discuss final wedding details
- One venue walk through for layout, floor plan, and logistics planning
- Access to online planning checklists for your reference
- Up to ten hours of service on wedding day
- Lead coordinator and one assistant on-site event day
- One hour of rehearsal coordination + coverage
- Detailed timeline created and customized for your wedding day
- Distribution of timeline to all involved vendors prior to event date
- Overseeing setup by all vendors on wedding day
- Assistance setting up personal items such as guestbook, programs, favors, etc
- Overseeing vendor tear down and packing of any personal items provided

STARTING AT \$1750



Along with everything included in month of coordination, we will also create a customized wedding design board, assist you in booking vendors that fit your overall vision, and ensure every detail comes together aesthetically.

You'll do the planning legwork, and we'll make it beautiful.

- One meeting upon booking to discuss your event vision
- Creation of a customized design board to make your vision come to life
- Assistance booking the right vendors for aesthetic elements
- Suggesting design elements such as linen colors, plates, stationery, decor, etc
- Unlimited email communication for suggestions and recommendations
- Copy of preferred vendors list for your reference
- One in-person meeting to discuss final wedding details
- One venue walk through for layout, floor plan, and logistics planning
- Access to online planning checklists for your reference
- Up to ten hours of service on wedding day
- Lead coordinator and one assistant on-site event day
- One hour of rehearsal coordination + coverage
- Detailed timeline created and customized for your wedding day
- Distribution of timeline to all involved vendors prior to event date
- Overseeing setup by all vendors on wedding day
- Assistance setting up personal items such as guestbook, programs, favors, etc
- Overseeing vendor tear down and packing of any personal items provided

STARTING AT \$2500



wedding planning

If you're stressed, busy, or just don't love wedding planning, we've got you covered. We will assist you every step of the way from engagement to saying "I do". This is a custom package, so pricing and services will be determined after our initial consultation before booking.

- Monthly phone meetings to discuss checklists and to do lists
- In person meetings available every other month in the planning process
- Researching, meeting with, and booking of all necessary vendors
- Review of all vendor contracts for accuracy
- Accompanying the client to up to 5 meetings of their choice
- Creation of a customized design board to make your vision come to life
- All design and coordination services
- Two venue walk throughs for layout, floor plan, and logistics planning
- Access to online planning checklists for your reference
- Unlimited hours of service on wedding day
- Lead coordinator and two assistants on-site event day
- One hour of rehearsal coordination + coverage
- Detailed timeline created and customized for your wedding day
- Distribution of timeline to all involved vendors prior to event date
- Overseeing setup by all vendors on wedding day
- Assistance setting up personal items such as guestbook, programs, favors, etc
- Overseeing vendor tear down and packing of any personal items provided

STARTING AT \$4500

additional charges

Below are services that may add an additional charge to our base pricing

- Travel further than 45 miles from Enumclaw, WA
- Hotel accommodations for coordinators and assistants
- Events ending later than 11:00 PM
- Extra staff for set up and tear down
- Additional services requested by client not included in their selected service level

ALL CHARGES ARE CUSTOMIZED FOR
EACH CLIENT'S SPECIFIC EVENT DETAILS + NEEDS
