



Concept to Completion Tier of Service

****This service is offered for the planning of two events in the same weekend****

- * Unlimited email access, Scheduled calls & meetings.
- * Assistance with venue selection & Vendor selection.
- * Budget spreadsheet provided & guidance.
- * Scheduling and attendance of vendor meetings.
- * Assistance with planning, logistics, and design of your (2) events.
- * Up to (10) hours of onsite wedding day coordination w/ (2) planners.
- **Additional hours and staff will be billed at ILE's discretion**
- * (1) hour of ceremony rehearsal at venue.
- * Onsite coordination of your (2) events you host during your weekend.
- * Assistance with decisions: events designs, rental items, entertainment, photo/video, catering/bar service, menu selection, transportation, stationary.
- * Review your vendor contracts, insurance certificates, banquet event orders (BEO).
- * Creation and facilitation of your events timelines and logistics.
- * Implement timeline, logistics, staffing, responsibilities of stage & strike of the events.



- * Assistance with hotel room blocks and transportation.
- * Coordinate final payments and gratuities for vendors (if applicable).
- * Set up personal décor (Limited to the welcome table, escort cards, menus, ceremony items, assembled favors).
- * Cue key moments (such as: ceremony processional, introductions, toasts/ speeches, first dances, cake ceremony).
- * Manage any unforeseen occurrences the day of the event to the best of our ability.
- * Collect and pack up personal items before our departure of the event and leave with someone you have designated responsible.
- * Our goal is to bring your vision to life!



Collaboration Tier of Service

**** This service is offered for the planning of the wedding only ****

- * Unlimited email access, Scheduled phone calls & meetings.
- * Assistance with selection of all vendors.
- * Budget spreadsheet provided & guidance.
- * Scheduling and attendance of vendor meetings.
- * Assistance booking transportation & hotel room blocks (if applicable).
- * Up to (10) hours of onsite wedding day coordination w/ (2) planners.
- ** Additional hours and staff will be billed at ILE's discretion**
- * (1) hour of rehearsal at venue.
- * Assistance with decisions: event design, rental items, floral design, hair/make-up, entertainment, photo/video, catering/bar service, stationary.
- * Review vendor contracts, insurance certificates and banquet event order (BEO).
- * Implement timeline, logistics, staffing, responsibilities of stage & strike of the events.
- * Creation and facilitation of wedding day timeline and logistics.



- * Set up personal décor (limited to the welcome table, escort cards, menus, ceremony items, assembled favors).
- * Cue key moments (such as: ceremony processional, introductions, toasts/ speeches, first dances, cake ceremony).
- * Manage any unforeseen occurrences the day of your event to the best of our ability.
- * Collect and pack up personal items before our departure and leave with someone you have designated responsible.
- * Our goal is to bring your vision to life!



Finishing Touches Tier of Service

**** This service begins 45 days prior to your event date ****

- * (1) hour of ceremony rehearsal at venue (excluding church ceremonies)
- * Up to (10) hours of onsite wedding day coordination
- **Additional hours of coordination billed at ILE's discretion***
- * Access to our Preferred Vendor List.
- * Ensure vendor insurance certificates are given to the venue.
- * Creation and implementation of wedding day timeline and logistics.
- * Creation of set-up checklist by utilizing invoices & BEO.
- * Creation of wedding reception diagram.
- * Onsite coordination of ceremony, cocktail hour, and reception.
- * Serve as liaison between client and vendors to facilitate timeline, logistics, & staffing responsibilities of stage & strike the day of the event.



* Cue key moments (i.e. ceremony processional, introductions, toasts/speeches, first dances, cake ceremony).

* Set up personal décor items & favors (limited to the welcome table, escort cards, menus, ceremony items, assembled favors)

* Manage any unforeseen occurrences the day of the event to the best of our ability.

* Collect and pack up personal items before our departure and leave with a person you have designated responsible for these items.

* Facilitate a stress-free day!

**** This tier of service does NOT include transportation arrangements/management and securing of rentals ****