

HELLO!

Thank you for considering me as your wedding coordinator and designer! Below you'll find a comprehensive list of my services and rates. Feel free to contact me at any time for more information or a custom quote at katie@cheeranddear.com or 518-512-9976.

- Katie Kauffmann, Owner & Planner

WEDDING PLANNING SERVICES

MONTH-OF COORDINATION

\$2850

Commonly known as day-of coordination. Begins 1-2 months before your wedding to review your plans and finalize details.

INCLUDES

- Consultation and direction on all logistical elements of your wedding day
- A customized online client folder for storing your planning documents, including planning tools, resources, and tips
- Development of a detailed wedding timeline and floor plan for vendors, venue and wedding party
- Consultation and coordination of all day-of vendor services prior to the wedding day, including arrival times, setup, breakdown and run-of-show details. Also includes coordination of DIY decor setup and breakdown.
- Day-of vendor and wedding party management to ensure timeline and floor plan are followed. Provided for up to 15 hours on your wedding day during getting ready, setup, ceremony, reception and breakdown.
- Basic decor set up (escort/place cards, table numbers, guest book, etc.)
- Wedding rehearsal attendance and oversight (1 hour)
- An extensive wedding day emergency kit
- Unlimited phone and email correspondence
- Two (2) in-person meetings of your choice (vendor/venue related, planning meetings, walk-throughs, etc.)

DESIGN SERVICES (Available a la carté or in addition to Month-of Coordinating)

INITIAL DESIGN CONSULTATION \$275

A 2 hour, in-person meeting to DEFINE & REFINER the overall design of your event, from the invitations and flowers, to table settings and centerpieces.

DETAILS

- Discuss your vision and design ideas for the wedding and browse images that inspire you
- Fine tune your color palette and create a clearer style direction
- Talk about specific ideas for the aesthetic elements of your wedding, such as reception tables (linens, unique place settings, centerpieces, etc.), flowers, ceremony decor and bridal party attire
- Share creative ideas and DIY projects to achieve your vision on a budget
- Follow-up our meeting with a custom mood/theme board for you to refer back to (sent via email as a PDF)

FOLLOW-UP CONSULTATIONS \$125

Add-on meetings for additional design assistance, 1 hour each

DETAILS

- Continue to refine the aesthetic elements of your wedding, including selection of specific decor
- Recommend vendors that fit your style and ideas

VENDOR DESIGN ASSISTANCE \$350/vendor

Working alongside you and a contracted vendor to create a product or experience you love.

DETAILS

- Support and direction as you discuss ideas and solidify a design with your vendor (i.e. selection of flowers, colors and bouquet style with your florist)
- Attend one (1) vendor meeting with you (i.e. a mock-up, walk through, etc.)
- Include me on emails with your vendor to provide ideas and input
- *Does not include:* obtaining quotes and contracts, coordination of day-of services

DAY-OF STYLING

\$75/HR

Personally setting up and styling your decor based on the design you provide.
(Basic setup and styling needs are included in month-of coordinating)

DETAILS

- Decor setup may include: flowers & centerpieces (not assembly), escort cards/ charts, place cards, candles, guest book, cake table, sweetheart table, favors, menus, place setting or napkin embellishments (ribbons, greenery, etc), pictures, and other DIY decor (i.e. ceremony backdrops)
- *Does not include:* table & chair set up, dinnerware setup, napkin folding, centerpiece assembly, installations (floral, lighting, etc) *These should be done by a professional staffing company
- Additional staffing (if needed): +\$30/hr

WE DO NOT OFFER:

- Full Service or Partial Wedding Planning
- Obtaining vendor quotes or contracts
- Vendor payments or payment management
- Budget assistance or management (clients are responsible for adhering to their budget)
- Guest list creation and management
- Setup or break down of rentals or furniture
- Event staffing (with the exception of decor styling)

OTHER SERVICES

CUSTOM DECOR CREATION

REHEARSAL DINNER/POST-WEDDING BRUNCH COORDINATION

Price will vary based on the specific project. Contact me at katie@cheeranddear.com for a quote.