



KELSEY TIMBERLAKE

DAY OF WEDDING DESIGN & COORDINATION PLAN

INCLUDES THE FOLLOWING SERVICES:

PRE-WEDDING

Preliminary phone consultation prior to booking – let's make sure we are the right fit!

Two one on one meetings with the Lead Coordinator

Access to Kelsey Timberlake Events preferred vendors list

Membership to our wedding planning software where you can keep your entire wedding tracked in one place! (get rid of those spreadsheets!)

Use of Kelsey Timberlake Events Timeline Template for importing all day of details

Distribution of Wedding Day Timeline to all vendors and wedding party two weeks prior to wedding

One ceremony and reception site visit

Execution of 1 hour rehearsal the day before the wedding

WEDDING DAY

Ceremony coordination; to include processional, music, run of show and exit

Ceremony styling of stationery (programs, photos, signage, etc.)

Primary contact to all vendors and wedding party on the day of the wedding

Wedding day on-site styling, design and accessory setup (guest-book, place cards, signage, etc.)

Assisting vendors, bridal party and guests

Final payment and gratuity distribution to vendors

Dealing with any unforeseen day of challenges/issues

Up to eight hours on-site with your coordination team allowing you to enjoy every aspect of your wedding day (Lead Coordinator + Associate)

Day Of Wedding Plan with Kelsey Timberlake Events is \$2,495 in Portland, Oregon & \$2,995 in Palm Springs, California

Customized Website Design and Creation can be added to package for an additional \$149

TO SCHEDULE A CONSULTATION EMAIL US AT HELLO@KELSEYTIMBERLAKE.COM