

VANESSA VALERIUS

WEDDING & EVENTS



THE COLLECTIONS



WELCOME

I am so excited that you are interested in choosing me to coordinate your special day! I believe that choosing an event coordinator is about more than just hiring someone with a timeline to manage your day. Your event coordinator should be someone who makes you feel comfortable, someone who eases the craziness of the special day, and maybe, someone who eventually becomes a friend.

I'm an experienced Wedding Planner, Day-of Coordinator and Event designer based in Boston, Massachusetts. I love everything surrounding the planning process of events.

When I'm not coordinating events, I love to gain inspiration by traveling, cooking, reading and spending time near the water. I'm so thankful for the career that I have and I love each and every couple I have the opportunity to work with!

Vanessa





THE PROCESS

After coordinating so many events over the past few years, I've found that I'm not the perfect fit for every couple. That's why this process begins with a conversation. I want to hear everything—how you met, funny first date stories, and how y'all got engaged. We'll get to know one another, talk about the details of your day, answer any questions you might have about working with me and figure out if we're the best fit for each other.

If we are a great fit, the next step is to reserve your date with a signed contract and a \$900 deposit. From there, I'll send over a few goodies to help you prepare for the big day. I'm always around to answer questions you have throughout the planning process (I know it's a lot to think about!). About six months before the big day, I'll check in again with a pre-wedding questionnaire to help us finalize the timeline, special details, create the photo request list and anything else I should know about.

THE COLLECTIONS

FULL SERVICE PLANNING - \$5050

Venue Search
Sourcing and liaising with all suppliers
Establishing and managing the budget
Negotiating Contracts and charges
Creating Style and Design
Managing the guest list and liaising with caterer regarding dietary restrictions

PARTIAL SERVICE PLANNING - \$3300

Establish a checklist, timelines, "to-do" list and budget
Provide advice/ guidance throughout the planning process
Assist with venue selection
Vendor recommendations
Confirm all vendors

EVENT DESIGN - \$2000

Establish Vision
Selection of Colors and Style
Vendor Selection
Implement Wow factor

DAY OF COORDINATION - \$1500

Tie up loose ends 1 month prior
Cost saving tips
Confirmation of all vendors
Contract review

Custom packages are available upon request

***A 6.25% MA sales tax will be added to all packages and options*

****Travel fees may apply to locations outside of 50 miles. Ask for details.*

A LA CARTE



VANESSAVALERIUS.COM | INFO@VANESSAVALERIUS.COM





FAQ

We love your work and we're ready to book! What's the next step?

I'll need a completed contract and a \$900 non-refundable deposit. If you don't have a contract yet, just let me know and I'll send one over! The remaining balance will be due 15 days before the event.

We want this <IMAGE> from Pinterest is it possible to recreate?

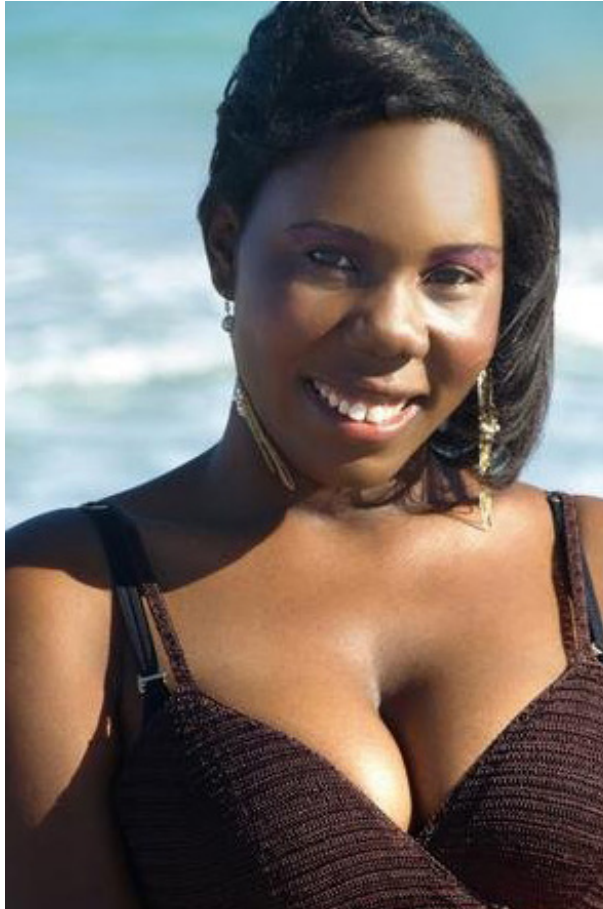
The answer is yes, but you would need to keep in mind the differences in budget, scale, geographical location, availability. Pinterest is awesome and helps to narrow down your style. I would highly recommend thinking about what really matters to you, what you love and how you can tell your story as beautifully, creatively and meaningfully as possible.

We want to plan a wedding outside of the US, can you still help?

Yes, I can! I work with venues and suppliers locally here in Boston, nationally in the US and internationally. I am more than happy to travel to wherever you need me to be.

When do you charge travel fees?

I typically add travel fees on to any wedding outside of a 50 mile radius from office in Boston, Massachusetts. Fees vary depending on location so ask me for more details.



THANK YOU!

Thank you so much for considering me to be a part of your wedding day! If you're interested in working with me, the next step is to set up a time to chat! You can reach me directly at info@vanessavalerius.com