

epic
EVENT PLANNING



Package Information



Full Planning

- Initial 1 hour consultation (Complimentary)
- Unlimited phone calls and email correspondence throughout your planning process (during business hours)
- Up to 2 Monthly 1-hour planning meetings to discuss all aspects of the wedding via phone, Skype or face to face
- Budget development including cost saving solutions
- Monthly action list
- Receive a Wedding Planning Binder
- Venue selection including on-site tour (ceremony and reception)
- Vendor referrals and direct point of contact for all vendors
- 2 Bridal Boutique visits up to 3 hours each
- Vendor contract review
- Detailed Wedding Day Timeline for coordination of all vendors and members of your wedding party
- Rehearsal direction (day prior to ceremony)
- Up to 2 venue walk-throughs to discuss layout and placement
- Attend all vendor meetings (Tastings, etc.)
- Assist with out of town guest accommodation arrangements (Client's Preferred Hotel)
- RSVP Tracking and Guest Management
- Day of team to execute your wedding weekend (pre-ceremony photos, cue toast etc.)
- Coordination of place cards, menus, escort cards and favors
- Manage vendor setup and breakdown
- Execute all wedding plans and details with professionals, family and guests.
- Handle any last-minute changes, additions or problems
- Distribute payments and gratuities to vendors on event day
- Full use of wedding day emergency kit.
- Access to Epic Event Planning Top Preferred Vendor List

The Menu

SHRIMP COCKTAILS

All main dishes served with vegetables

FILET MIGNON

Filet mignon grilled and served with sauteed onions and topped off with a red wine reduction sauce

ROASTED CHICKEN BREAST

Boneless chicken breast marinated in apple cider and served with garlic mashed potatoes

LEMON HERB SALMON

Crispy skin salmon filet topped with a lemon butter sauce and parmesan scalloped potatoes

VEGETARIAN LINGUINI

Spinach and roasted tomatoes topped with a white wine reduction sauce served over linguini pasta

CHEESECAKE

Classic NY style cheesecake with fresh strawberries

CHOCOLATE TRUFFLES

Handmade chocolate truffles coated in a dark chocolate ganache

Partial Planning

This package is perfect for the couple who's completed a portion of the planning process, but need less help than a full wedding package, but more than wedding day management. Our mission is to make sure you have an amazing and stress-free wedding day experience.

- Initial 1 hour consultation (Complimentary)
- Unlimited phone calls and email correspondence throughout your planning process (during business hours)
- Monthly 1-hour planning meetings to discuss all aspects of the wedding via phone, Skype or face to face
- Monthly action list
- Up to 3 vendor referrals
- 1 Bridal Boutique visit up to 3 hours
- Direct point of contact for all vendors
- Vendor contract review
- Detailed Wedding Day Timeline for coordination of all vendors and members of your wedding party
- Rehearsal direction (day prior to ceremony)
- Up to 2 venue walk-throughs to discuss layout and placement
- Attend up to 3 vendor meetings of client's choice (tastings, etc.)
- Day of team to execute your wedding weekend (pre-ceremony photos, cue toast etc.)
- Coordination of place cards, menus, escort cards and favors
- Manage vendor setup and breakdown
- Execute all wedding plans and details with professionals, family and guests
- Handle any last-minute changes, additions or problems
- Distribute payments and gratuities to vendors on event day
- Full use of wedding day emergency kit.



Wedding Day Management

This package is for the couple that has taken care of all the wedding details and simply needs someone to execute the day. We'll coordinate the finishing touches 8 weeks before your wedding date and will be there the day of to execute the final details you worked so hard to prepare. Our mission is to make sure you have an amazing and stress-free wedding day experience.

- Initial 1 hour consultation (Complimentary)
- Unlimited phone and email communication throughout your planning process (during business hours)
- Up to 2 client meetings to discuss all aspects of the wedding via phone, Skype or face to face
- 2 venue walk-throughs to discuss layout and placement
- Direct point of contact for all vendors
- Vendor contract review
- Detailed Wedding Day Timeline for coordination of all vendors and members of your wedding party
- Rehearsal direction (day prior to ceremony)
- Day of team to execute your wedding weekend (pre-ceremony photos, cue toast etc.)
- Coordination of place cards, menus, escort cards and favors
- Manage vendor setup and breakdown
- Execute all wedding plans and details with professionals, family and guests
- Handle any last-minute changes, additions or problems
- Distribute payments and gratuities to vendors on event day
- Full use of wedding day emergency kit



Event Planning

Special Events

Bridal Showers
Birthday Parties
Anniversary Celebrations
The Perfect Proposal
Engagement Parties
Baby Showers
Graduation Parties
Family Reunions
Quinceaneras

Corporate Events

Launch Parties
Grand Openings
Holiday Parties
Gala Dinners

Charities and Non-Profits

Fundraising Events
Gala Dinners & Luncheons