



CCE Wedding Planning Services

This is the simplest planning package. It's for couples who are entirely comfortable & confident planning their wedding on their own, but need help tying up the loose ends in the month leading up to it. We'll takeover all aspects of your wedding, building a seamless wedding day flow to include coordination amongst vendors, executing your design & being that designated go-to-gal.

What's Included:

Pre-1 Month Takeover:

- Two, 1-hour planning meetings (one to be held at your venue)
 - Pre-Planning Meeting #1: This meeting is held 8-10 months prior to the 30-day take over and is basically an opportunity for you to ask me any questions / address any current struggles so we can uncover if you're missing something / highlight any potential red flags.
 - Pre-Planning Meeting #2: This meeting is typically held 2-3 months prior at the venue in which we'll walk through all venue details / design & layout for the day.
- Access to our preferred vendor list, in addition to custom recommendations specific to your wedding style
- Wedding planning checklist

1-Month Takeover (your lead planner will takeover all aspects of planning 4 weeks prior to your wedding date):

- The takeover consists of three key meetings.
 - Vendor Review Meeting: We go over your expectations of each vendor and look for any missing pieces in their contract with you.
 - Timeline Review Meeting: We create a custom timeline catered to your needs and communicate it to the entire vendor team on your behalf.
 - Decor Detail Meeting: We chart out everything to do with the design from who is bringing the item, what happens to it at the wedding, and what happens to it at teardown.
- When the takeover wraps up, you get unlimited emails and scheduled calls with your lead planner.
- Final venue walkthrough and layout of design
- Direct ceremony rehearsal with wedding party & family for up to 1 hour

Wedding Day:

- 1 lead planner & 1 assistant coordinator (additional coordinators may be added based on needs/requirements of your wedding)
- Decor setup and teardown on the day of the wedding
 - This includes signage, table numbers, place cards, favors, candles, menu cards, welcome table decor, guest book, etc.
 - This doesn't include tables, chairs, florals, furniture, dishware, flatware, glassware, linens, napkin folds, etc.
- Oversee and direct vendors on the day of your wedding
- On site coordination and supervision at the ceremony and reception to ensure all plans are successfully executed
- Assist you, your wedding party and your family with any needs, questions or concerns
- Provide wedding day emergency kit - aspirin, energy bars, mints, sewing kit, etc.
- Ensure the end of wedding arrangements are made for decor, gifts, etc.

month of
coordination



partial planning package

Our partial planning package is for couples who need more hands-on help during the last months leading up to your wedding. This package includes everything from our month-of package and more! We'll start with creating your wedding design within 1-2 months of booking, then transition to monthly check-in meetings to keep you on track through the process. Lastly, we dive into the extended takeover, happening 60 days prior to the wedding date. Overall, partial planning will give you a much deeper level of direction / guidance along the way.

What's Included:

Includes everything from the month of coordination package, as well as...

Pre-2 Month Takeover

- Wedding design to include the selection of theme, color, style and any other elements specific to design
 - Two, 1-hour design meetings (follow up emails/calls as needed)
 - Up to 3 design boards to bring your vision to life
 - Assistance in booking the (5) key vendors for the wedding aesthetic: rentals, specialty rentals, linens, florist, and invitations
 - Your lead designer to source key vendors and solidify booking.
 - Design wraps up and you transition into monthly meetings with your lead planner.
- Goal setting and to-do's to keep you on track for each meeting and throughout the planning process

Inside 2 Month Takeover:

- Your lead planner will takeover all aspects of planning 60 days prior to your wedding date.

Wedding Day – reference month of coordination



Our full service package is the most involved! This package includes a complete takeover from the moment you become a CCE couple! We'll provide continual support in every decision regarding your wedding. You get to be involved in a way that allows you to simply sit back and relax while we take the drivers seat. Looking for an entirely stress-free and relaxed experience? This is the package for you.

full planning package

What's Included:

Includes everything from month of coordination & partial planning package, as well as ...

- Official takeover occurs as you become a CCE couple
- All vendor research and bookings handled by your Lead Planner, including reviewal of contracts and negotiations
- All vendor communications (emails, calls, meetings) handled by your Lead Planner
- All vendor meetings scheduled, attended, and conducted by your Lead Planner
- Develop and manage all aspects of planning and design execution to include the selection of theme, color, style and any other elements specific to design
- Attend in-person venue meetings
- Guidance in meetings such as floral design, food tasting, and more
- Assistance in monitoring your budget to keep you on track throughout the planning process
- Unlimited email and scheduled calls/meetings with your Lead Planner
- Assistance in selecting wedding attire and styling of the wedding party

Wedding Day - reference month of coordination



Design Consulting

- Styling Questionnaire → client to provide links to Pinterest and what they're doing currently
- Provide feedback for them to implement on their own design board
- Send follow ups as needed
- You're responsible for creating your boards, sourcing key vendors and solidifying booking.

Design Consulting + 1 Mood Board

Wedding design to include the selection of theme, color, style and any other elements specific to design

- Two, 1-hour design calls (follow up emails/calls as needed)
- Up to 1 design boards to bring your vision to life
- Assistance in booking the (5) key vendors for the wedding aesthetic: rentals, specialty rentals, linens, florist, and invitations
 - You're responsible for sourcing key vendors and solidifying booking.

Full Wedding Design

- Wedding design to include the selection of theme, color, style and any other elements specific to design
 - Two, 1-hour design meetings (follow up emails/calls as needed)
 - Up to 3 design boards to bring your vision to life
 - Assistance in booking the (5) key vendors for the wedding aesthetic: rentals, specialty rentals, linens, florist, and invitations
 - Your lead designer to source key vendors and solidify booking.

wedding
design options



An hourly basis wedding consultation service for those who need friendly advice and direction but don't need or can't afford a traditional wedding planning package. This is a perfect option for your one-off wedding and event planning questions such as budget, timeline, vendors, etc.

Each consultation includes:

- Detailed intake form
- 1-hour consultation and coaching on Zoom
- Debrief notes

wedding
consultation





Want to work together?

- 1) You fill out the contact form on our website and we'll reach out within 24 hours!
- 2) We hop on a call and get to know one another! We'll discuss your wedding details, where you're in your journey, current struggles & needs.
- 3) If it seems to be a good fit at the end of the call, we'll come up with a customized package that best suits you and your needs.
- 4) And last but not least ... we secure your wedding date on our calendar!