



PINK PEONY

W E D D I N G S & E V E N T S

PLANNING PACKAGES

2020-2021

Wedding Day

Management

Partial Planning

Full Service Planning

Custom

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WEDDING DAY MANAGEMENT PACKAGE

aka "Day-of Coordination".... so much more than just the "day-of"!

- Complimentary introductory in-person consultation
- Unlimited contact via email from time of booking for advice, questions and guidance
- Access to Aisle Planner software 2 months prior to wedding date for final timeline creation, decor set-up notes, ceremony planning and floor plans
- Venue site visit and meeting 2-4 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- Collection of personal items at rehearsal to be brought and set on wedding day
- Attend and run ceremony rehearsal (up to 1 hour)
- Organization and cuing of wedding party for processional
- Final day-of timeline creation, vendor contact list and set-up list
- Vendor confirmation (1 week prior to wedding)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Setup of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Continued management of timeline throughout reception (timing of Grand Entrance, toasts, first dance, etc.)
- Organize and pack up all personal items and gifts at conclusion of event (based on timing- additional hours may be required for full cleanup)
- Distribution of final payments/tips for vendors
- Day-Of wedding emergency kit
- Day-Of Coordination including up to 12 hours onsite with 2 Coordinators (1 Lead Planner + 1 Assistant)

PARTIAL PLANNING PACKAGE

Relax and let us take it from here!

- Complimentary introductory in-person consultation
- 6 months of planning time with Pink Peony
- Unlimited planner support via phone & email
- Access to Aisle Planner software for all planning and organization 6 months prior to wedding date
- Research and recommendations on all *remaining* vendors to be secured
- Creation and management of a personalized wedding checklist and budget review
- Coordination and communication with all vendors and review of contracts
- Maintain contact with all vendors from time of booking up until wedding day
- Progress reports (monthly) with wedding checklist update
- Attendance of final menu tasting (if desired)
- Venue site visit and meeting 2-4 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- Final details meeting to prepare final day-of timeline, vendor contact list and setup list
- Final vendor confirmation and distribution of final timeline to vendors (1 week prior)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Attend and run ceremony rehearsal (up to 1 hour)
- Collection of personal items at rehearsal to be brought and set on wedding day
- Organization and cuing of wedding party for processional on wedding day
- Distribute all flowers and help pin on boutonnieres
- Set-up of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Continued management of timeline throughout reception (timing of Grand Entrance, toasts, first dance, etc.)
- Organize and pack up all personal items and gifts at conclusion of event (based on timing- additional hours may be required for full cleanup)
- Distribution of final payments/tips for vendors
- Day-Of wedding emergency kit
- Day-Of Coordination including up to 12 hours onsite with 2 Coordinators (1 Lead Planner + 1 Assistant)
- Follow up with vendors after the wedding day




FULL SERVICE WEDDING PLANNING PACKAGE

The whole "shebang"... the entire kit - n - kaboodle ...

we're here for you!

- Complimentary introductory in -person consultation
- Unlimited planner support via phone & email from time of booking
- Complete access to Aisle Planner software for all planning and organization (Includes: timeline, checklist, budget, design studio, guest tracker, layouts, vendor contact list and personalized wedding website)
- 5 in-person planning meetings (May include: planning consultations, vendor meetings, sending of invitations, wedding errands etc.)
- Research and recommend all venue and vendor options
- Creation and management of a personalized wedding checklist and budget review
- Coordination, communication and booking of all vendors and review of contracts
- Maintain contact with all vendors from time of booking up until wedding day
- Progress reports (monthly) with updated budget and wedding checklist
- Develop design style and recommend vendors to execute vision
- Attendance of final menu tasting (if desired)
- Coordination of hotel blocks and accommodations
- Venue site visit and meeting 2-4 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- Final details meeting to prepare final day-of timeline, vendor contact list and setup list
- Final vendor confirmation and distribution of final timeline to vendors (1 week prior)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Attend and run ceremony rehearsal (up to 1 hour)
- Organization and cueing of wedding party for processional on wedding day
- Distribute all flowers and help pin on boutonnieres
- Set-up of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)

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- A group of wedding party members, including bridesmaids in light pink dresses and groomsmen in dark suits, are posing in a narrow city alleyway. They are all smiling and cheering, with some raising their arms and holding bouquets. The background shows brick buildings and a street lamp.
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
 - Continued management of timeline throughout reception (timing of Grand Entrance, toasts, first dance, etc.)
 - Organize and pack up all personal items and gifts at conclusion of event (based on timing- additional hours may be required for full cleanup)
 - Distribution of final payments/tips for vendors
 - Day-Of wedding emergency kit
 - Day-Of Coordination including up to 12 hours onsite with 2 Coordinators (1 Lead Planner + 1 Assistant)
 - Follow up with vendors after the wedding day



CUSTOM PLANNING PACKAGES

Didn't see what you were looking for? Planning a destination wedding?
Need a bit more or bit less of something? Contact us and we will build a
custom package to fit your individual needs!

Items May include...

- * Additional Onsite Hours (over 12 hrs.)
 - * Destination Weddings
 - * Event Design
 - * Rehearsal Dinner Planning
- * Reception Tear-Down (above & beyond basic decor)
 - * Bridal Shower Planning
 - * Bachelor/Bachelorette Party Planning
 - * Additional Vendor Recommendations
 - * Invitation Assembly
- * Welcome Bag/Wedding Favor Assembly
 - * ...and more!



A P P L A U S E

WE LOVE OUR CLIENTS AND THEY HAVE THE SWEETEST THINGS TO SAY!

Where do I even begin!? Planning a wedding from across the country was stressful enough, not to mention worrying about the day of the wedding! ... Not to fear, Lindsay and Kimberly with Pink Peony were honestly our fairy Godmothers. I admit, I was a little obsessive on how I wanted things to look and how I envisioned our magical day. Lindsay and Kimberly were SO patient with me and truly made our dreams come true. They remembered every detail and ensured that we didn't worry about ANYTHING on the day of our wedding. Honestly, looking back, we are SO thankful for all of their help, support, and hard work they put into our day. They are both amazing women and a joy to work with! If I can give any future couple wedding prep advice, it would be...hire Pink Peony!

Jojo L., 2018 bride

Pink Peony was hands down the best money we spent on our wedding. Kimberly and Lindsay were so helpful throughout the entire process, offering suggestions on vendors and venues, answering all of our random questions, and coordinating everything on our actual wedding day. They ensured that everything went off without issues so we could enjoy our day and the time with our friends and family. I'm thrilled to be married but will miss Kimberly and Lindsay--I wish they could help plan the rest of my life too!

Lily M., 2018 bride

Lindsay and Kimberly with Pink Peony were amazing! They made my wedding day come together perfectly! I was able to focus on how special the day was and not worry about all the small details (or a lot of the big ones) because I knew they were on it! Seriously, they did not miss a thing! They were so sweet and were absolute God-sends the day of the wedding! I am so happy I decided to hire Day-Of Coordinators, and I made the best choice going with Pink Peony!

Heather S., 2018 bride

CONTACT US

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Serving Minneapolis/St.Paul & Beyond

