



2020 Package Details

We are so excited to share our specially curated services. We are really quite proud of what we have to offer and strive to create wedding day magic for our clients. When you are ready, let's schedule your consultation and talk more details about your beautiful event and how we can make it unforgettable!

THE *union* STUDIO

at a glance

	Full Planning	Partial Planning	Month - Of	Day - Of
INITIAL RX SESSION	✓	✓	✓	✓
AISLE PLANNER ACCESS	✓	✓	✓	✓
OUR EXCLUSIVE LITTLE BLACK VENDOR BOOK	✓	✓	✓	✓
TIMELINE DESIGN & DISTRIBUTION	✓	✓	✓	✓
FLOOR PLAN DESIGN	✓	✓	✓	✓
1 VENUE WALK THROUGH	✓	✓	✓	✓
FINAL RX SESSION	✓	✓	✓	✓
VENDOR CONFIRMATIONS	✓	✓	✓	✓
CEREMONY REHEARSAL	✓	✓	✓	✓
LEAD COORDINATOR	✓	✓	✓	✓
ASSISTANT COORDINATOR (8 HOURS)	✓	✓	✓	✓
TEAM ON HEADSETS	✓	✓	✓	✓
ACCESS TO "THE KIT"	✓	✓	✓	✓
VENDOR COI REQUESTS & DELIVERY	✓	✓	✓	✓
FINAL PAYMENT REMINDERS	✓	✓	✓	✓
GRATUITY SUGGESTIONS	✓	✓	✓	✓
FINAL DECOR & PACKING LIST	✓	✓	✓	✓
WEDDING INSPIRATION BOARD	✓	✓	✓	
VENDOR POINT OF CONTACT (30 DAYS PRIOR)	✓	✓	✓	
ATTENDANCE AT ALL FINAL MEETINGS	✓	✓	✓	
BRIDAL PARTY & FAMILY VIP CONFIRMATIONS	✓	✓	✓	
REHEARSAL DINNER COORDINATION	✓	✓	✓	
BRUNCH COORDINATION	✓	✓	✓	
RSVP MANAGEMENT	✓	✓		
VENDOR SOURCING	✓			
CONTRACT REVIEW	✓	✓		
EVENT TREATMENT	✓	✓		
MEETINGS WITH LEAD PLANNER	✓	✓		
EMAIL UPDATES & COMMUNICATION	✓	✓		
VENDOR COMMUNICATION THROUGHOUT PROCESS	✓	✓		
ATTENDANCE AT ALL MEETINGS (AS SCHEDULE ALLOWS)	✓	✓		

the *full planning experience*

THE INITIAL RX SESSION

It all starts here. The first RX session is designed for us to get to know each other and for The Union Studio to gather all pertinent information about what you've done already, haven't done, and what you want to do. This is also a time to review Pinterest boards, color palettes, likes and dislikes and wishes and dreams. We will collect, discuss and review and We'll leave this session with all the tools we need to begin your planning process!

WEDDING DESIGN, EVENT TREATMENT, & INSPIRATION BOARD

Your full planning wedding package includes total event design. We use the integral tools of the Event treatment and Inspiration board to help convey the vision to your vendors. The purpose of the treatment and inspiration board is to help potential and secured vendors understand not only the logistics but the look, flow and feel of your event. It's a written narrative that not only contains precise logistical information that your vendors need to properly quote you, but also has your desired event flow and feel written out thoroughly and concisely.

see an example of our event treatment & inspiration board 

FULL AISLE PLANNER ACCESS & ACCOUNT

Aisle Planner is the essential tool we use to plan your wedding and keep in contact during this time. Within Aisle Planner we communicate, design your timeline, build your event design, maintain your floor plan and seating assignments and keep track of your vendors, their contracts and payment details.

VENDOR SOURCING

As an exclusive service to our full wedding planning clients, The Union Studio, in a timely fashion and with a sense of urgency, will be responsible for presenting you qualified and well-vetted options for all vendors. These vendors will be appropriate to your vision, design and budget. The Union Studio will already have contacted each vendor, ensured availability and when possible, received a quote that is particular to your event. Once a vendor is selected, The Union Studio will then lead you through the contract process, from overseeing contract and proposal edits through to counter execution.

vendors to be sourced include, but not limited to

venue • ceremony venue • catering • cake • rentals • photography • videography •
entertainment • celebrant/officiant • florals/décor • transportation • stationery • favors • hotel
room blocking • beauty • website vendor • insurance • day labor • tenting & related logistics

Generally not included, but can be added with additional fee: dress/fashion sourcing and
fitting attendance • jewelry • marriage license and legal • website design • website copy,
upkeep and management

full planning experience continued...

PERSONALIZED PLANNING SUPPORT

From the beginning of your Relationship with The Union Studio until your wedding weekend, you have the option to meet bi-weekly via video with your personal wedding planner, weekly email updates and action item execution and management. You will feel entirely taken care of and represented with this planning support. Wedding planning is our full time job, not yours! Additionally, The Union Studio will be the main point of communication for all vendors – making sure due dates are met, payments are compliant and that the vendor team is fully informed. Items also managed are tasks such as your invite process and RSVP management, plans for favors and day of needs and timeline upkeep.

TIMELINE DESIGN FILTERABLE FOR ALL VENDORS

With the first draft designed as soon as possible after our Client- Planner relationship begins and constantly updated throughout the planning process, The Union Studio designs the entire “master timeline” for your wedding weekend. Beginning with items such as “hotel check-in” on Thursday all the way through your post nuptial brunch on Sunday. As your planning team, The Union Studio will circulate and confirm your final timeline with all vendors and VIP’s.

example master timeline ✨

example vendor timeline ✨

FLOOR PLAN DESIGN

Housed within Aisle Planner, your floor plan will be designed by The Union Studio, editable by you and best news ever – Your Guest List and seating assignments can be handled within this feature. Gone are the days of post-it’s on poster board!

here is a floor plan example ✨

VENUE VISITS & VENDOR MEETINGS

When at all possible and within reason, your personal planner will be with you for your venue walk throughs and vendor meetings. It’s so important to us that we be involved as much as possible. At times, we may be able to attend meetings in your stead if you have schedule conflicts.

THE FINAL RX SESSION (6 WEEKS PRIOR)

Our Final Planning meeting prior to jumping head first into Coordinating the final month of your engagement! We’ll use this time to review all plans, identify any final action items and you’ll leave feeling ready to enjoy this amazing time in life. This meeting is integral for The Union Studio to begin the “Month of” phase of your planning process.

MONTH-OF COORDINATION

After the Final RX Session, The Union Studio transitions into coordination your “Month of”. The following are highlights of services performed during the Month of your wedding.

- All vendor confirmations including fielding timeline feedback and editing
- Attendance at final vendor meetings and calls (schedule allowing)
- Bridal Party and VIP confirmation emails with timeline and expectations
- Presence at and coordination of the ceremony rehearsal
- Coordination of Rehearsal Dinner or Welcome Party
- Lead Day of Coordinator start to finish (12 hours max)
- 1 Day of Coordination Assistant for 8 hours (you have the option to hire an entire army if necessary)
- Coordination of Post Nuptial Brunch
- Coordination team will be equipped with radio headsets
- Access to our Day of Convenience kit – yes, it's really got anything you might need on your wedding day!

full planning experience continued...

DAY-OF COORDINATION

We do whatever it takes to make the day absolutely flawless. Responsibilities that are usually necessary for DOC include but are not limited to vendor check-in and orientation, first look management, décor set up, guest greeting and interaction. It is the day of coordinator's responsibility to move the evening from major moment to major moment from start to finish including ceremony flow, toasts and speeches, first dance –all the way through to waving goodbye to the newlyweds. It is also the DOC's responsibility to assist in all décor breakdown and the collection of belongings for the couple so that they may go enjoy their after party!

investment begins at **\$10,000**

IMPORTANT TO NOTE

The possible scope of work involved with The Full Planning Experience varies greatly with each individual wedding The Union Studio produces. Using our experience in the industry we've found the best and most fair way to price our services is with a base investment to cover our costs of providing you a service plus an additional percentage based price determined by the type of event that is being hosted.

The base investment for a full planning package is \$10,000.00. The additional percentage based price is computed on the sum of all contract totals that The Union Studio coordinates during the planning process i.e the total budget of the event. Items that are NOT counted into the total budget are: The base investment of \$10,000, any religious related costs, fashion, legal, rings and website.

PERCENTAGE PRICING STRUCTURE

A 2% total budget fee applied to all hotel weddings or catering facilities where a venue coordinator is available during the planning process and on the day-of.

A 3% total budget fee applied to all warehouse spaces, barns or similar where an existing structure, electricity and plumbing is already in place.

A 4% total budget fee for all ground up build outs and tented events even if hosted on a property that has access to minimal electricity. Any event requiring a permit application such as a TPA, building permit or liquor license application that The Union Studio is essential in obtaining (i.e. if catering team is not assuming these responsibilities) is also subject to the 4% total budget fee

the *partial planning experience*

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FULL AISLE PLANNER ACCESS & ACCOUNT

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THE UNION STUDIO'S LITTLE BLACK VENDOR BOOK

With the Partial planning experience, you will be in full control of your vendor sourcing experience, with our help and guidance of course! You will have exclusive access to our LBB of amazing vendors who we LOVE to work with including "RFP" templates to help you easily share your vision and your needs with you potential vendors.

PERSONALIZED PLANNING SUPPORT

From the beginning of your Relationship with The Union Studio until your wedding weekend, you have the option to meet bi-weekly via video with your personal wedding planner, weekly email updates and action item execution and management. You will feel entirely taken care of and represented with this planning support. Wedding planning is our full time job, not yours!

Additionally, The Union Studio will be the main point of communication for all vendors – making sure due dates are met, payments are compliant and that the vendor team is fully informed. Items also managed are tasks such as your invite process and RSVP management, plans for favors and day of needs and timeline upkeep.

partial planning experience continued...

TIMELINE DESIGN FILTERABLE FOR ALL VENDORS

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example master timeline ✨

example vendor timeline ✨

FLOOR PLAN DESIGN

Housed within Aisle Planner, your floor plan will be designed by The Union Studio, editable by you and best news ever – Your Guest List and seating assignments can be handled within this feature. Gone are the days of post-it’s on poster board!

here is a floor plan example ✨

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THE FINAL RX SESSION (6 WEEKS PRIOR)

Our Final Planning meeting prior to jumping head first into Coordinating the final month of your engagement! We’ll use this time to review all plans, identify any final action items and you’ll leave feeling ready to enjoy this amazing time in life. This meeting is integral for The Union Studio to begin the “Month of” phase of your planning process.

MONTH-OF COORDINATION

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DAY-OF COORDINATION

We do whatever it takes to make the day absolutely flawless. Responsibilities that are usually necessary for DOC include but are not limited to vendor check-in and orientation, first look management, décor set up, guest greeting and interaction. It is the day of coordinator’s responsibility to move the evening from major moment to major moment from start to finish including ceremony flow, toasts and speeches, first dance –all the way through to waving goodbye to the newlyweds. It is also the DOC’s responsibility to assist in all décor breakdown and the collection of belongings for the couple so that they may go enjoy their after party!

partial planning experience continued...

investment begins at **\$6,500**

IMPORTANT TO NOTE

The possible scope of work involved with The Partial Planning Experience varies greatly with each individual wedding The Union Studio produces. Using our experience in the industry we've found the best and most fair way to price our services is with a base investment to cover our costs of providing you a service plus an additional percentage based price determined by the type of event that is being hosted.

The base investment for a partial planning package is \$6500.00. The additional percentage based price is computed on the sum of all contract totals that The Union Studio coordinates during the planning process i.e the total budget of the event. Items that are NOT counted into the total budget are: The base investment of \$6500.00, any religious related costs, fashion, legal, rings and website.

PERCENTAGE PRICING STRUCTURE

A 1% total budget fee applied to all hotel weddings or catering facilities where a venue coordinator is available during the planning process and on the day-of.

A 2% total budget fee applied to all warehouse spaces, barns or similar where an existing structure, electricity and plumbing is already in place.

A 3% total budget fee for all ground up build outs and tented events even if hosted on a property that has access to minimal electricity. Any event requiring a permit application such as a TPA, building permit or liquor license application that The Union Studio is essential in obtaining (i.e. if catering team is not assuming these responsibilities) is also subject to the 4% total budget fee.

our *signature month-of coordination*

THE INITIAL RX SESSION

Booked within the first month after signing a contract, the first RX session is mainly for us to get to know each other and for The Union Studio to gather all pertinent information about what you've done already, haven't done, and what you want to do. We look at vendors that have been hired, do a thorough review of their contracts and also make recommendations for vendors that you still need. This is also a time to review Pinterest boards, color palettes, likes and dislikes and wishes and dreams. We will collect, discuss and review in detail the planning items that have already taken place and then develop the "RX" or plan on how to move forward with the planning process. Any red flags will be identified, priorities set, and a course of action set into motion!

WEDDING INSPIRATION BOARD

An integral tool, the wedding Inspiration board helps to convey your vision to your vendors. It communicates the look, flow and feel of your event.

see an example of our custom inspiration boards ✨

FULL AISLE PLANNER ACCESS & ACCOUNT

Aisle Planner is the essential tool we use to coordinate your wedding and keep all your details organized. Within Aisle Planner we communicate, design your timeline, build your event design, maintain your floor plan and seating assignments and keep track of your vendors, their contracts and payment details.

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example master timeline ✨

example vendor timeline ✨

month-of coordination continued...

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here is a floor plan example 

ONE VENUE WALK THROUGH

This walkthrough can be scheduled any time after contract signing based on The Union Studio and Client's mutual availability. We allow for 2 hours in the schedule. The purpose of this walk through is to orientate our team with the event venue and its representatives and brainstorm design and placement.

THE FINAL RX SESSION (6 WEEKS PRIOR)

Even though we've been in communication during the "in between" months, this RX session is to cross all t's and dot all i's. After this session, the final timeline and floor plan will be complete and ready for circulation. Any final red flags will be marked and a plan put in place to remedy. You should leave this meeting feeling set and ready to hand this event over to The Union Studio.

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investment of \$5,000

our *signature day-of coordination*

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day-of coordination continued...

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- All vendor confirmations including vetting timeline feedback and editing
- Presence at and coordination of the ceremony rehearsal
- Lead Day of Coordinator start to finish (12 hours max)
- 1 Day of Coordination Assistant for 8 hours (you have the option to hire an entire army if necessary)
- Coordination team will be equipped with radio headsets
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investment of \$3,500

our *additional services*

Depending on the needs and scope of your event, there may be a need to add some a la carte services to your package.

ASSOCIATE COORDINATOR

\$50 per hour local rate – 5 hour minimum
\$1500 weekend rate – Friday Eve, Saturday, Sunday AM

At times, due to guest count or event logistics and demands, an Associate Coordinator of the same caliber of Lead Coordinator may be necessary. Perhaps it's because 1 person cannot be in 2 places at once or the intricacies of the event demand it. Regardless, this is a decision that The Union Studio and the client make together at the final RX. Accommodations are necessary for services 60 driven miles away from zip codes 11225 or 13502.

ASSISTANT COORDINATOR

\$40 per hour local rate – 5 hour minimum
\$1200 weekend rate – Friday Eve, Saturday, Sunday AM

Again, due to guest count or event logistics and demands, an Assistant Coordinator may be necessary. Assistant coordinators focus on decor set up, guest greeting and comfort needs, and other event logistics. This is also a decision that The Union Studio and the client make together at the final RX. Accommodations are necessary for services 60 driven miles away from zip codes 11225 or 13502.

DAY-OF BRIDAL ATTENDANT

\$35 per hour local rate – 5 hour minimum
\$800 Weekend Rate- Friday Eve travel, Saturday, Sunday AM travel

Though The Union Studio always has the hour by hour needs of the Bride and Groom in mind, a bridal attendant is present to be solely focused on needs such as running errands, ensuring food and beverage when needed, monitoring and looking after personal belongings, bustling, bow-tying, working with the Associate Coordinators to ensure the Bride and/or Groom's personal timeline throughout the day and other responsibilities as predetermined by Client and The Union Studio. 10 hours included in weekend rate. Accommodations are necessary for services 60 driven miles away from zip codes 11225 or 13502.