

# *epic* EVENT PLANNING



## 2019 Package Pricing Information

# Full Planning

Starting at \$3,500

Prices are a starting point and can change depending on the date, guest count, length of planning time and difficulty of execution.



- 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
  - 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
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- 1 certified wedding planner and one assistant on site for up to 12 hours (pre-ceremony photos, cue toast etc./guest count 100 - 125)
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- 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.



# Partial Planning

## Starting at \$2,500

Prices are a starting point and can change depending on the date, guest count, length of planning time and difficulty of execution.

This package is perfect for the bride 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.



- 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
- 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.)
  
- 1 certified wedding planner and one assistant on site for up to 12 hours (pre-ceremony photos, cue toast etc./guest count 100 - 125)
  
- 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

Starting at \$1,800

Prices are a starting point and can change depending on the date, guest count, length of planning time and difficulty of execution.

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.



- 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)
- 1 certified wedding planner and one assistant on site for up to 12 hours (assist with pre-ceremony photos, cue toast etc./guest count 100 - 125)
- 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



# A La Carte

Epic Event Planning offer A La Carte services. These services may be added to your planning package to enhance your overall event planning experience.

## A La Carte Services include:

Attend additional vendor meetings  
\$25.00 per vendor

Additional client meetings  
\$25.00 per meeting

Assist with out of town guest accommodation arrangements  
\$150.00 flat rate

Additional venue walk-throughs  
\$25.00 per walk-through

RSVP Tracking and Guest Management  
\$1.75 per person

Chairs set up and stacking  
\$250.00 flat rate

Assemble and Mail Invitations (client responsible for postage)  
\$1.75 per person

Deliver gift baskets for out of town guests to the client's Preferred Hotel  
\$75.00 flat rate

Assembly of Guest Favors  
\$75 flat rate