

# OUR PACKAGES

Our goal is to offer a coordination solution that works for you. In addition to our packages, we have a list of a la carte options available to customize your services based on what you need and value.



## Coordination Package

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A traditional 'Day of Coordination' package with a few much-needed additions to ensure we put on an excellent event together. You plan your dream event; we execute it flawlessly.

## Partial Planning Package

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Our most popular package includes day of coordination plus regularly scheduled meetings, guidance, and vendor support. We work together with you to create the perfect event.

## Planning & Design

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Perfect for couples who want a full-service experience. We handle everything including securing vendors and designing your big day or event with unlimited communication included.

# PACKAGES

## All Packages include:

- Access to our organizational software
- An onboarding meeting
- A budget consultation
- 1 hour Wedding rehearsal coordination
- Receive deliveries and provide support to vendors upon arrival
- Assist with placement of floral arrangements and distribute boutonnieres, corsages, and bouquets
- Provide direction to any family members or volunteers helping with the wedding
- Manage the wedding party and cue the start of the ceremony once all parties are ready
- Coordinate with DJ to ensure the reception is on schedule and that announcements are made when needed
- Distribute final vendor payments and/or gratuities
- Collect all wedding gifts and cards and take them to the appropriate locations
- Facilitate post-wedding clean up at the venue
- Manage any challenges throughout the day to ensure everything runs smoothly.

*Additional customizations and a la cart options are available*



## COORDINATION

\$3,000

- **One planning meeting**
- **One** 1 hour site visit to wedding ceremony and reception venue(s)
- **Review and confirm** vendors, contracts, timeline, etc.
- **Review and advise** custom wedding day timeline and provide to vendors
- Take over vendor communication **30 days out** from Event Date
- **10 hours** on the day of the event overseeing and managing the wedding setup, ceremony, reception and breakdown



## PARTIAL PLANNING

\$4,000

- Planning meetings up to **once per month**
- Up to **three** 1 hour site visits to wedding ceremony and reception venue(s) to discuss set-up
- **Attendance to 1 menu tasting** as requested by client
- Source **two vendors** per vendor category and review contracts
- **Build** custom wedding day timeline, processional and event layouts
- **Provide a Day of Assistant**
- Up to **2 hours** of set up on day prior to event
- **13 hours** on the day of the event overseeing and managing the wedding set up, ceremony, reception, and breakdown



## PLANNING &

## DESIGN PACKAGE

\$6,500

- Planning meetings up to **once per month**
- **Unlimited communication** via email, call, or text during our business hours
- Up to **five** 1 hour site visits to wedding ceremony and reception venue(s) to discuss set-up
- **Attendance to 1 menu tasting** as requested by client
- Source **three vendors** per vendor category, **contact vendors, and negotiate contracts**
- **Build** custom wedding day timeline, processional, and event layouts
- **Provide a Day of Assistant**
- Up to **4 hours** of set up on day prior to Event
- **14 hours** on the day of the event overseeing and managing the wedding set up, ceremony, reception, and breakdown