



## WEDDING/EVENT PLANNING PACKAGES

### FULL COORDINATION- \$2300

- . Includes 1 hour of consultation
- . Unlimited meetings
- . Help to prepare budget
- . On site visits and vendor coordination
- . Help with Menu and drink selection
- . 1 year to 15 months of planning

- . Unlimited phone calls and emails
- . Includes help with design of the wedding with the vendors
- . Unlimited contact with all vendors as well as 30 days before Ceremony to get last minute details with them.
- . Scheduling of the venue and all other arrangements that need to be prepared before the big day.
- . Advice on how to personalize your special event and stay within your budget.
- . Walk through of the ceremony and reception location
- . Floor plan and design
- . Create a timeline
- . Organize the Rehearsal
- . Develop and distribute the Itinerary to all vendors two weeks prior to the big day.
- . Up to 12 hours of service on your day.
- . Manage the wedding party
- . Availability to run errands throughout the day (breakfast, Pick up orders such as florals etc.)
- . Have a special handbag made up for the photographer for different items needed during the ceremony (shoes, rings, jewelry etc.)
- . Help with organizing gift bags for bridesmaids and groomsmen

- . Do an overall check with the DJ prior to the ceremony/reception
- . Keep everyone on track (DJ, caterer, photographer, etc.)
- . Schedule any hotel arrangements that need to be made
- . Coordinate the entertainment and all announcements/events during the reception.
- . Ensure payment to all the vendors including tips and balances
- . Make sure all gifts are kept in a safe place for the bride and groom
- . Additional tasks can be provided when they are approved and prior to the wedding or event

#### PARTIAL COORDINATOR- \$1500

- . Includes 3 meetings. (Initial consultation, midway meeting and final meetings with venue walk through)
- . 4 months of planning
- . Up to 8 hours of service on your day.
- . Unlimited communication via phone, text and email.
- . A complete walk through of the ceremony or event and reception location.
- . Help with your event design and floor plan.

- . Unlimited availability for up to 8 hours of your day, in person and by phone to assist vendors with questions or problems that may arise.
- . Oversee vendors and décor setup at the ceremony and reception sites.
- . Manage all duties within the 8 hours of service.
- . Coordination of all entertainment for your wedding or event.
- . Organize the rehearsal and or event layout.
- . Provide a timeline to all listed vendors.
- . Run errands for the bride and bridal party and or lastminute task.
- . Manage the décor setup at both ceremony, reception and event sites.
- . Ensure payment to all vendors, including tips and balances that are owed.
- . Additional tasks can be provided when they are approved of and prior to the wedding or event.

## DAY OF COORDINATOR- \$900

- . Initial consultation (1 hour)
- . 4-hour meeting 2-3 weeks prior to your event or wedding.
- . Overseeing & management of all the suppliers, including the venue on your special day.
- . Event design and floor plan
- . Unlimited communication via phone, text and email.
- . Organize the rehearsal and or event layout.
- . Provide timelines to all listed vendors.
- . Oversee the wedding party.
- . One day of errand running (breakfast, snacks, flowers, etc.).
- . Have a special handbag made up for the photographer for different items needed during the ceremony (shoes, rings, jewelry, etc.).
- . Meeting with the DJ prior to the ceremony/reception or event.
- . Keep all vendors, DJ and photographer on schedule.
- . Manage the décor setup at both ceremony, reception and or event sites.
- . Oversee any last-minute decorating.
- . Overseeing transportation needs for the bride and groom as well as the wedding party.

- . Coordinate the entertainment and all announcements/events during the reception.
- . Ensure payment to all the vendors, including tips and balances that are due.
- . Make sure all gifts are kept in a safe place for the bride and groom.
- . Help with the initial set-up and tear down of the reception/event
- . Any additional tasks can be provided when they are approved and prior to the wedding or event.

#### PARTY/EVENT COORDINATOR- \$600

- . Initial consultation (1 hour)
- . 2-hour meeting 2 weeks prior to the event
- . Help with finding a location or venue of choice
- . Provide a list of vendors for the event
- . Go over the themes and ideas for the event
- . Help with coordinating and decorating of the event
- . Help with set-up and tear-down of the event
- . Ensure payment is made to all vendors, prior to event
- . Run errands as needed the day of event

- . Overall maintain of the event.
- . Any additional tasks can be provided when they are approved and prior to the event

## BUBBLE HOUSE BOOKING- \$500

Each Reservation includes:

- . 3- hour rental period
- . a bubble attendant
- . detailed set up and tear down
- . 100 + interior balloons (3 standard colors)
- . shoe organizer
- . blower & extension cord
- . free delivery up to 1.5 hours away
- . \$150 deposit deducted from total price  
(used for weddings, parties, baby showers, bridal showers, gender reveals and so much more!)

