



by Karla Eifler

A full-page photograph of a wedding couple standing next to a classic black convertible car with a white top. The groom is on the left, wearing a black tuxedo, a white shirt, a black bow tie, and a boutonniere. The bride is on the right, wearing a white lace wedding dress with a long train. They are standing on a paved area with palm trees and buildings in the background. A dark green banner is overlaid at the bottom of the image.

Your story is our inspiration.

## Welcome to your tailored wedding journey.

Embark on your wedding journey with us and access tailored services to suit every need. From comprehensive Full Planning and Design to tailored Partial Planning and precise Month-of Coordination, your dream day unfolds seamlessly.

# FULL PLANNING SERVICES & DESIGN





by Karla Eifler

# FULL PLANNING SERVICES AND DESIGN

## Pre-Wedding

- Wedding planning timeline preparation and creating a wedding checklist
- We provide access to advanced software for seamless wedding planning. Allow you as a client to track the checklist, guest list, timeline, budget, and more
- Ceremony + reception venue scouting and site visits.
- Vendor recommendations, selection Assistance, and booking coordination
- Establishing priorities, developing and tracking the budget
- Vendors and venue contract review
- Vendors and venue management
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors before the wedding
- Creation and execution of a design scheme
- Creation of the floor plan for the wedding day
- Assistance in ordering save-the-dates, wedding invitations, and all printed materials
- Invitation + RSVP tracking + Guest List Management
- Coordinating accommodations, transportation, and childcare
- General advice and consultation
- Unlimited meetings and coordination time
- Distribute the wedding timeline to all the vendors, venue, and VIP's
- Run rehearsal before the wedding day

## Wedding Day

- Unlimited time on-site, One (1) Wedding Planner, and one (1) assistant on-site on the day, allowing you to enjoy every moment of your wedding day without any worry about the details
- Directing the ceremony processional (Up to 1 hour)
- Coordinating and assisting with the setup of the ceremony and reception
- Set up small wedding accessories such as escort cards, favors, guest book, table numbers, ceremony programs, and more
- Coordinating pinning of boutonnieres and ensuring VIPs receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party, and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- We are resolving any last-minute issues or emergencies. We will handle unforeseen challenges with professionalism and efficiency

Starting at \$10,800

YOUR STORY IS OUR INSPIRATION.

# PARTIAL PLANNING SERVICES





by Karla Eifler

# PARTIAL PLANNING SERVICES

## Pre-Wedding

- Vendors and venue contract review
- Vendors and venue management
- Four pre-wedding consultations
- Two venue site visits
- Vendor recommendations, if needed
- Confirming all details with the appropriate vendors before the wedding
- Wedding planning timeline preparation and creating a wedding checklist
- We provide access to advanced software for seamless wedding planning. Allow you as a client to track the checklist, guest list, timeline, budget, and more
- Creation of the floor plan for the wedding day
- Distribute the wedding timeline to all the vendors, venue, and VIP's
- Designing a venue diagram
- Run rehearsal before the wedding day.

## Wedding Day

- One (1) Wedding Planner and one (1) assistant on-site on the day of. (Up to 10 hours)
- Directing the ceremony processional (Up to 1 hour)
- Coordinating and assisting with the setup of the ceremony and reception
- Set up small wedding accessories such as escort cards, favors, guest book, table numbers, ceremony programs, and more
- Coordinating pinning of boutonnieres and ensuring VIPs receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party, and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- We are resolving any last-minute issues or emergencies. We will handle unforeseen challenges with professionalism and efficiency
- Coordinate load-out and ensure all personal items are returned to the client

Starting at \$ 6,800

YOUR STORY IS OUR INSPIRATION.

# MONTH OF COORDINATION





by Karla Eifler

# MONTH OF COORDINATION

## Pre-Wedding

- Unlimited contact through text and email communication. Any phone and video calls need to be pre-scheduled up to 3.
- Vendor recommendation list. We'll contact your vendors and review the contracts.
- (5) Five weeks before the wedding day, every detail must be verified and balances settled.
- Wedding planning timeline preparation and creating a wedding checklist
- We provide access to advanced software for seamless wedding planning. Allow you as a client to track the checklist, guest list, timeline, budget, and more
- (1) One Venue walk-through to go over details of the wedding day
- (1) One-hour run rehearsal before the wedding day.

## Wedding Day

- One (1) Wedding Planner and one (1) assistant on-site on the day of. (Up to 10 hours)
- Directing the ceremony processional (Up to 1 hour)
- Coordinating and assisting with the setup of the ceremony and reception
- Set up small wedding accessories such as escort cards, favors, guest book, table numbers, ceremony programs, and more
- Coordinating pinning of boutonnieres and ensuring VIPs receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party, and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- We are resolving any last-minute issues or emergencies. We will handle unforeseen challenges with professionalism and efficiency
- Coordinate load-out and ensure all personal items are returned to the client

Starting at \$ 3,800

YOUR STORY IS OUR INSPIRATION.





by Karla Eifler

## ADD-ON / A LA CARTE SERVICES UPON REQUEST

- Design Services
- Floor Plan Creation
- Welcome Gift Assembly + Delivery
- Favor Assembly
- Hotel Block + Guest Accommodations
- Bespoke stationery
- RSVP tracking + Guest List Management
- Addressing, Assembling, and Mailing Wedding Invitations
- Creating a wedding website, managing online RSVPs.
- Venue Selection
- Vendor Management
- Set up + Teardown Planning
- Gift management, thank-you cards, and preserving the wedding gown.
- Proposal Planning
- Custom wedding favors

### Set up + Management

- Engagement Party
- Bridal Shower
- Welcome Party
- Rehearsal Dinner
- Brunch



If you require customization for specific planning aspects, our services are adaptable and can be tailored to suit your needs. Let's connect to discuss how we can personalize our services to meet your specific requirements.

**YOUR STORY IS OUR INSPIRATION.**

# Your story is our inspiration.

Dream it; we'll make it happen!

We believe in tailoring our services because we understand that each of our clients is unique, just like your story. No two events are alike.

To get your personalized quote, please fill out the form at [www.eventstudiok.com/contact](http://www.eventstudiok.com/contact) or email us at [karla@eventstudiok.com](mailto:karla@eventstudiok.com)

We'll reach out to you to schedule a Discovery Call.



by Karla Eifler

(239) 314-8701  
[karla@eventstudiok.com](mailto:karla@eventstudiok.com)  
[www.eventstudiok.com](http://www.eventstudiok.com)

