



# WHAT TO EXPECT

## CONGRATULATIONS ON YOUR ENGAGEMENT!

Thank you for choosing Haley Fabrizio Events, we are so excited to be a part of your wedding day!

When choosing Haley Fabrizio Events, you can expect an experienced, quality, creative and reliable wedding planner and team! We are here for you, every step of the way, we want your big day to be a dream come true!

When selecting the perfect wedding planning package for you, consider your wedding day and your specific desires and wishes. In the following pages, you will see the 3 wedding packages HFE offers. Each package contains a detailed explanation of what you can expect from Haley and her team.

Included with **every** wedding package, you can expect:

- Working closely with Haley
- Creation of official wedding day timeline, including information for all vendors
- Coordination of wedding rehearsal
- Coordination of vendors and setup on wedding day
- Finalize all setup at wedding venue
- Accomplishing all last-minute needs for bride and groom
- Private first look of reception space with bride and groom

## CONTACT INFORMATION:

You will have direct contact with Haley and the Haley Fabrizio Events team throughout the wedding planning process.

Greater than 1 month from your wedding date, responses will be within 1-2 business days.

Beginning 1 month out, responses and contact can be expected by end of day.

2 weeks from your wedding day, responses will be ASAP.

EMAIL : [haleyfabrizioevents@gmail.com](mailto:haleyfabrizioevents@gmail.com)

TEXT/CALL: 813.786.4118

A 20% NON-REFUNDABLE DEPOSIT WILL BE REQUIRED TO BOOK HFE AND HOLD YOUR DATE.

IF TRAVEL IS MORE THAN ONE HOUR FROM THE TAMPA BAY AREA, ACCOMMODATIONS FOR A TWO NIGHT STAY WILL BE REQUIRED.

HALEY FABRIZIO  
EVENTS

# FULL PLANNING PACKAGE

Starting at \$3000

Full planning is our most inclusive package. This package is meant to take most of the work off the bride and groom. With full planning, Haley and team do most, if not all, of the contacting, planning, designing, arranging, organizing and management of all vendors and details from the very beginning, while working closely with the bride and groom.

## FULL PLANNING PACKAGE INCLUDES:

- Working closely with the bride and groom from the start of wedding planning process
- Vendor recommendations
- Initial and continued contact with all vendors
- Maintain checklist and keep on track with all vendors and details
- Execution of any details or wishes
- Design ideas and plans
- Attend venue and vendor meetings, if desired
- Make and maintain official wedding day timeline
- Provide and coordinate official timeline with all vendors
- Finalize venue setup
- Coordination of wedding rehearsal

### DAY OF WEDDING:

- Present at venue from setup through break down
- Coordination of all vendors
- Maintain schedule and timeline
- Assist bride and groom with all needs
- Setup ceremony, cocktail hour and reception as needed
- Coordinate and line up wedding party for ceremony
- Reception space first look with bride and groom, prior to opening doors for guests
- Coordinate all reception needs
- Pack up any items to be returned to bride and groom

# PARTIAL PLANNING PACKAGE

Starting at \$2300

Partial planning is a great package choice for the bride and groom who have already begun wedding planning, have chosen vendors, or know exactly what they want and have started the process. This package allows HFE to come in and just finalize and coordinate the details already arranged by the couple

## PARTIAL PLANNING PACKAGE INCLUDES:

- Working closely with bride and groom starting 2 months out from wedding day
- Finalize any loose details with vendors
- Go over checklist to assure all details are complete
- Help executing any last minute details or wants
- Attend venue and vendor meetings, if desired
- Make and maintain wedding day timeline
- Provide and coordinate official timeline with all vendors
- Any other last minute needs for bride and groom
- Finalize venue setup
- Coordination of wedding rehearsal

## DAY OF WEDDING:

- Present at venue from start of vendor setup through break down
- Coordination of all vendors
- Maintain schedule and timeline
- Assist bride and groom with all needs
- Setup ceremony, cocktail hour and reception
- Coordinate and line up wedding party for ceremony
- Reception space first look with bride and groom, prior to opening doors for guests
- Coordinate all reception needs
- Pack up any items to be returned to bride and groom

# MONTH OF PACKAGE

Starting at \$1800

The Month Of Package is meant for the bride and groom who have done it all and just need HFE to execute the last minute details and coordinate the wedding day. A basic package, guaranteeing smooth sailing the last weeks into the wedding day.

## MONTH OF PACKAGE INCLUDES:

- Working closely with bride and groom starting 1 month out from wedding date
- Make and maintain official wedding day timeline
- Provide and coordinate official timeline with all vendors
- Any other last minute needs for bride and groom
- Finalize venue setup
- Coordination of wedding rehearsal

## DAY OF WEDDING:

- Present at venue from start of vendor setup through breakdown
- Coordinate all vendors
- Maintain schedule and timeline
- Assist bride and groom with all needs
- Setup ceremony, cocktail hour and reception as needed
- Coordinate and line up wedding party for ceremony
- Reception space first look with bride and groom, prior to opening doors for guests
- Coordinate all reception needs
- Pack up any items to be returned to bride and groom