



Full-service Event Planning Includes:

- Venue selection and site visits
- Vendor referrals and management
- Contract review and negotiation
- Budget assessment and oversight
- Unlimited calls and visits with the Bride and Groom
- Planning checklist with to-do's outlined throughout the process
- Creation of design plan to include mood board, floral and linen recommendations, color palette, and custom floor plans
- Oversight of additional design elements including lighting design and tablescape decor
- Sourcing of custom design pieces including event furnishings and other decor
- Management of structural event elements including tenting, flooring, and staging
- Curation of paper suite to include invitations, place cards, name cards, signage, etc.
- Creation of custom installations for cake, escort card, and other displays
- Management of all transportation logistics for guests, teams and involved parties
- Coordination with venue staff
- Creation and distribution of event day timeline to all vendors and VIP's
- 3 Event assistants on site day-of
- 1 Bridal Concierge before, During and after the event
- Execute event day according to timeline and ensure all vendors are accounted for
- Oversee breakdown of event and ensure all personal items are returned to client

FULL PLANNING TIMELINE:

12+ MONTHS PRIOR TO EVENT DATE

This service includes assistance with everything in the planning process from start to finish. From vendor and budget advice to designing a beautiful tablescape, full planning ensures that you have a planner by your side through all of it. Your planner will provide answers to your questions and solutions to any issues that may arise throughout your time together so that things progress smoothly throughout the entire process.

Pricing starts at \$8,500



Partial Event Planning Includes:

- Vendor management
- Contract review
- Budget oversight
- Unlimited calls and visits with the bride and groom
- Planning checklist with to-do's outlined
- Coordination with venue staff
- Management of all transportation logistics for guests, teams and involved parties
- Creation and distribution of event day timeline to all vendors and VIP's
- Creation of floor plans
- 2 Event assistants on site day-of
- 1 Bridal Concierge before and during the event
- Execute event day according to timeline and ensure all vendors are accounted for
- Oversee breakdown of event and ensure all personal items are returned to client

PARTIAL PLANNING TIMELINE: 6 MONTHS PRIOR TO EVENT DATE

This service is for the client who has the main pieces of their planning process in place but is overwhelmed with managing everything in the months leading up to the day of the event.

Note: Partial planning services do not provide the same level of support as full planning services, as services typically do not start more than 6 months before the date, unlike full planning which begins at least 12 months prior.

Pricing starts at \$6,500



Month-Of Coordination Includes:

- Unlimited calls and visits with bride and groom
- Review of all vendor contracts
- Ensure rental and catering counts are correct
- Review of all transportation logistics for guests, teams and involved parties
- Finalize details with all vendors (including venue)
- Creation of floor plans
- Creation and distribution of event day timeline to all vendors and VIP's
- Execute event day according to timeline and ensure all vendors are accounted for
- Coordination with venue staff
- 1 Event Assistant on site day-of in addition to the Event Manager
- Oversee breakdown of the event and ensure all personal items are returned to client
- Weddings of 100 guests or more an additional Event assistant will be added for \$500
- 1 Bridal Concierge can be added for \$500 who will assist the bride before and during the wedding

MONTH-OF TIMELINE:

4 WEEKS OUT PRIOR TO EVENT DATE

Unlike other planners, we do not offer day-of coordination because unforeseen issues can arise that require careful preparation and management. Instead, for the same cost, we provide Month-Of Coordination, an ideal service for those who prefer to plan their event independently but want professional support leading up to the big day.

Our role is to step in during the final month to ensure all the details are seamlessly aligned and the logistics are expertly managed, allowing you to relax and fully enjoy the moments before your event begins.

Pricing starts at \$2,500