

## Wedding Management Package:

Prices starting at \$1,800

This package is perfect for the couple who are planners at heart! You've done almost everything, but need someone to help finalize every detail, flawlessly execute your vision and handle the logistics surrounding your wedding weekend. I'll begin working with you 4-6 weeks before your wedding day to create your day-of timeline and manage communication with your dream team of vendors. When the big day arrives, all you'll have to do is relax with your loved ones and savor every magical moment of the best. day. ever!

- Unlimited email and phone guidance
- Team of one wedding planner + one assistant
- Up to 10 hours of onsite management the day of wedding
- Up to two hours for rehearsal coordination
- Provide wedding task checklist to assist couples with self-guided planning at time of signing
- Vendor team management
  - Confirmation of contracts, schedule, and balances prior to wedding
- Ceremony and reception venue site-visit to confirm set-up and logistics
- Development of reception floor plan
- Development of detailed day-of/wedding weekend timeline
  - Creation and distribution of detailed wedding day timeline, contact list and diagram for vendors and wedding party
- Organize and orchestrate wedding rehearsal
- Wedding Day services:
  - Organize and place all ceremony/reception items (guestbook, signage, table settings, menus, favors, etc.)
  - Coordinate vendor team schedules
  - Set up decor at ceremony and reception site
  - Provide emergency kit and be the "go-to" person for any issues that may arise
  - Manage day-of timeline to ensure ceremony and reception events are occurring on schedule
  - Facilitate wedding ceremony: line up wedding party for processional, direct down aisle and cue DJ/musicians
  - Prep wedding party for grand entrance
  - Issue final payments and gratuities to vendor team, as needed
  - Box all gift and decor items for couple
  - Ensure all vendors and guests are out at a certain time

## Partial Planning Package:

Prices starting at \$3,200

Designed to assist you midway through the planning process, this package allows you to continue to make the big decisions while having a professional's assistance along the way. Let's work together to bring your vision and event design to life while securing the remaining vendors needed for your big day.

- Unlimited email and phone guidance
- Team of one wedding planner + one assistant
- Up to 10 hours of onsite management the day of wedding
- Up to two hours for rehearsal coordination
- Provide wedding task checklist and monthly reminders to ensure tasks are completed as necessary
- Assist in booking up to 3 vendors:
  - Research and source vendors
  - Review vendor contracts, agreements and proposals
  - Plan and coordinate all details, start to finish
- Vendor team management
  - Confirmation of contracts, schedule, and balances prior to wedding
- Wedding design review and guidance
- Budget review and guidance, if desired
- Ceremony and reception venue site-visit to confirm set-up and logistics
- Development of reception floor plan
- Development of detailed day-of/wedding weekend timeline
  - Creation and distribution of detailed wedding day timeline, contact list and diagram for vendors and wedding party
- Organize and orchestrate wedding rehearsal
- This package also includes "Wedding Day" services outlined in the Wedding Management Package

## Full Planning Package:

Prices starting at \$4,400

This package is for the couple that wants help from start to finish. I will take care of everything from ideation and design to venue and vendor selection. This package is designed to provide all of the assistance and guidance needed to ensure your wedding day is everything you've dreamed of and more.

- Unlimited email and phone guidance
- Team of one wedding planner + one assistant
- Up to 10 hours of onsite management the day of wedding
- Up to two hours for rehearsal coordination
- Detailed wedding checklist and monthly reminders to ensure tasks are completed as necessary
- Guidance with event design including wedding style, theme, colors, etc.
- Assist in booking & managing all vendors throughout the entire planning process
  - Research and source vendors
  - Review vendor contracts, agreements and proposals
  - Plan and coordinate all details, start to finish
- Provide budget template and guidance, if desired
- Ceremony and reception venue site-visit to confirm set-up and logistics
- Transportation and hotel block coordination, if desired
- Development of reception floor plan
- Development of seating plan, if desired
- Development of detailed day-of/wedding weekend timeline
  - Creation and distribution of detailed wedding day timeline, contact list and diagram for vendors and wedding party
- Organize and orchestrate wedding rehearsal
- This package also includes "Wedding Day" services outlined in the Wedding Management Package

## Design Package:

Prices starting at \$1,000

The Design Package is for the couple who have already enlisted a day-of-coordinator but want assistance turning your wedding vision into a reality. From selecting the perfect color palette to curating personalized decor elements, I'll work closely with you to conceptualize and bring to life a design that reflects your unique style and love story. My expertise extends to sourcing vendors who align with your style and budget, covering everything from florals and rentals to personalized signage and tabletop decor.

- Assist in overall event design, theme, color scheme, and decor
- Create custom design boards for:
  - Ceremony decor
  - Reception decor
  - Table and floral design
  - Guestbook
  - Escort cards
  - Signage
  - Favors
  - Any other design aspects you dream up
- Assist in booking florist & rentals
- Source all wedding items

## Add Ons:

- Engagement Party Planning - \$300+
- Bridal Shower Planning - \$300+
- Bachelor/Bachelorette Party Planning - \$300+
- Rehearsal Dinner Planning - \$300+
- Welcome Drinks Planning - \$250+
- Farewell Brunch Planning - \$250+
- Honeymoon Planning - \$100/day or 10% of bookings (whichever is cheapest)
- Wedding Website Creation - \$100
- Additional Wedding Day Hours - \$200+/hour
- Additional Vendor Help - \$200+/vendor
- RSVP Management - \$200
- Save-The-Date and/or Wedding Invitation Assembly & Mailing - \$2.00/invite
- Welcome Bags - \$2.00/bag + cost of supplies
- Restroom Baskets - \$50+/each
- Bridesmaid and/or Groomsman Gifts - custom price