

WEDDING & EVENT COLLECTIONS

Management Collection | \$1,800 The Management Collection (often called "Day of Coordinator") ensures everything has been taken care of leading up to your wedding day and the entire event will run smoothly.

What we do before your Wedding Day:

- Initial meeting:
 - If booked less than 6 months out: collect all necessary information such as the vision for your wedding, contracts and other wedding professionals (vendors) contact information and start a rough draft master timeline.
 - If booked more than 6 months out: all of the above in addition to, provide wedding professional recommendations, and monthly to-do checklists.
- Unlimited communication and consultation to answer any questions you may have
- Contact all other wedding professionals to seek input on a collaborated master timeline to ensure the day runs smoothly and eliminate the last minute phone calls to you.
- Help create a design and layout for décor and manage all rentals.
- Final meeting with you 2-3 weeks out to finalize all the details and solidify the master day-of timeline, layout, décor, etc.
- Run the ceremony rehearsal, if needed.

What we do on your Wedding Day:

- Include a minimum TWO Coordinators on the day of the event.
- *Basic Decorating Collection*- Decorate and Setup all rented and personal items. (additional \$150 for weddings with 150 guests or more)
- Facilitates the pick up/deliveries of flowers, cake, large rental etc.
- Assist the wedding party as needed.
- Distribute corsages and bouquets, pin boutonnieres.
- Repurpose ceremony décor/items in reception.
- Meet with each vendor as they arrive on-site and ensure they are aware of all expectations.
- Facilitate the ceremony.
- Help with the bustle of the wedding dress.
- Manage and run the master day-of timeline.
- Troubleshooting throughout the event.
- Ensure the bride and groom have drinks and are taken care of throughout the event.
- Distribute Tips
- Facilitates Clean Up- Pack up all rented and personal items at the end of the night. (additional \$300 charge if services extend past 10pm)
- Travel Fees are based on accommodation and travel cost, if required

Planner Collection | \$3,000+ With a Wedding Planner, you will have support with all the details, starting with booking your venue/vendors, through post-wedding day agenda.

- Everything included in the Management Collection
- Access to an all-in-one platform to stay organized, manage your budget, create layouts, and stay connected throughout the planning process
- Provides Venue/Vendor/Assistance
- *Complete Design/Decorating*- Design, Research, and management of all rentals
- Can assist with scheduling and may attend Vendor Meetings
- Final service investment is based on the overall wedding budget