

WEDDING & EVENTS

FULL PLANNING & DESIGN COORDINATION \$2,500 Plus 6% of wedding budget

This enables me to help your signature style come to life in every aspect of the wedding. I help guide you as you plan your wedding from beginning to end. The full-service package is ideal if you want your day to overflow with personal touches from the moment your guests receive the invitation, until the sparkler exit at the end of the night. This is to ensure that every single detail is planned to perfection for your special day. I can help with every detail OR if you just need advice.

Includes

- Plan entire wedding ceremony and reception from beginning to end
- Create and manage budget
- Wedding planning timeline and day of timeline for wedding party and vendors
- Receive helpful tools to organize your guest list, to-do list, bridal party, etc.
- Assistance with wedding theme, style, & design elements
- Make venue/ vendor recommendations based on your needs
- Narrow down vendors to 2 or 3 choices in each category based on your budget and style
- Confirm with vendors prior to wedding
- Final walk thru with most/ all vendors 2-6 weeks before Big day
- Attend ceremony rehearsal to assist as needed
- Lead wedding coordinator available the day of your wedding along with 1 assistant for 6-10 hours (usually begins 2-4 hours prior to ceremony and ends when all formalities and special dances have taken place - additional hours can be added for \$100 an hour, including teardown assistance for \$300 an hour)
- Accept deliveries and vendor arrivals along with working with venue
- Reception and ceremony layout
- Assist with set-up and décor as needed
- Lay out all place cards, favors, dessert table, cake topper, cake cutting, champagne flutes, bathroom baskets (I provide), others
- Organize bridal party and guide ceremony and reception
- Deal with all logistics
- Problem solve on behalf of the bride and groom
- Distribute final vendor checks and tips as needed

MONTH OF COORDINATION \$1,250

This package is for the bride that has completed all the planning, design & vendor selections. All this couple needs is a professional wedding coordinator to step in and put everything together, stay organized, and most importantly, on time. This package is great for couples who need help setting up their wedding ceremony and reception, while keeping things on track and on time. My "Day Of" Package begins 2-3 months prior to the wedding. Let me place your table numbers, set up the cookie table, all so you can focus on enjoying your special day. The bride, groom, family, or wedding party should not have to worry about a thing come wedding day. We will make sure your event goes as planned.

Includes

- Day of Timeline for wedding party and vendors
- Final walk thru with most/ all vendors 2-6 weeks before Big day
- Confirm with your vendor prior to wedding
- Attend ceremony rehearsal to assist as needed
- Lead wedding coordinator available the day of your wedding for 6-10 hours (usually begins 2-4 hours prior to ceremony and ends when all formalities and special dances have taken place - additional hours can be added for \$100 an hour, including teardown assistance for \$300 an hour)
- Accept deliveries and vendor arrivals along with working with venue
- Reception and ceremony layout
- Assist with set-up and décor as needed
- Lay out all place cards, favors, dessert table, cake topper, cake cutting, champagne flutes, bathroom baskets (I provide), other
- Organize bridal party and guide ceremony and reception
- Assist bridal party with their needs
- Deal with all logistics
- Problem solve on behalf of the bride and groom
- Distribute final vendor checks and tips as needed

WEDDING & EVENTS

DAY OF COORDINATION \$700

This package is for the bride that has completed all the planning, design & vendor selections. All this couple needs is a professional day of wedding. This package is great for couples who need help setting up their wedding ceremony and reception and keeping things on track and on time. Let me place your table numbers and set up the cookie table, so you can focus on enjoying the day. The bride, groom, family, or wedding party should not have to worry about a thing on wedding day. We will make sure your event goes as planned.

Includes

- 2-3 virtual appointments and email to get logistics
- Day of Timeline for wedding party and vendors
- Lead wedding coordinator available the day of your wedding for 6-10 hours (usually begins 2-4 hours prior to ceremony and ends when all formalities and special dances have taken place - additional hours can be added for \$100 an hour, including teardown assistance for \$300 an hour)
- Accept deliveries and vendor arrivals along with working with venue
- Assist with set-up as needed
- Lay out all place cards, favors, dessert table, cake topper, cake cutting, champagne flutes, bathroom baskets (I provide), other
- Organize bridal party and guide ceremony and reception
- Assist bridal party with their needs
- Deal with all logistics
- Problem solve on behalf of the bride and groom
- Distribute final vendor checks and tips as needed

WEDDING PLANNING ASSISTANCE \$400

This package is for the couple that has all the planning under control but may be stressed with specific things. The couple tells me what they need assistance on, and I prepare for our 1-2hour meeting to help them thru those stresses. This package is great for the couple that may not have a family member or bridal party to turn too; or are getting too many mixed opinions from everyone and anyone and just needs to turn to someone in the wedding industry. If you are struggling with a specific vendor category, I am here to gather the information and simplify it for you. Or maybe you need those 4 meetings on itinerary and timing, or budgets, or even design. This really lets the couple customize their needs when it comes to a wedding planner.

INCLUDES

- Up to 4 in-person/virtual meetings
 - Add on additional meeting for \$79 a meeting
- Vendor recommendations of 3-4 vendors for 4 categories
- Add day of coverage on for \$599
 - Everything included in the Day of Coordination package

ADD ON SERVICES

- Budget planning/ management \$400
- Design theme and style inspiration \$1,783
- Vendor recommendations \$300
- Stationary assistance \$700 + COST of stationary (Save the dates, Invitations, Thank You, Signs, Programs, Menu's, Seating Chart)
- Errand running - .60cents per mile plus quoted on size of errands and time
- Invitation design \$200 + cost of invitations
- Invite/ Thank You assembling \$2 per invitation or Thank You
- DIY assistance – An extra set of helping hands \$36/hr.
- Wedding party assistant \$216 for the day start time of bridal party picking up any food beforehand thru wedding reception logistics
- Hotel gift bags – your fee is what is in the bag, I give ideas, purchases and put together and deliver to hotel + \$13-\$20
- Wedding/ Reception Location outside of 40miles from area .87cents per mile
- Wedding assistant add on \$430 for 10hours additional hour \$36 an hour
- Virtual or in person appointments to help with topics the help with Wedding Struggles \$175 for up to 3 hours