

Full Wedding Planning Package \$4,500

With this package you will work with Cassandra, Owner and Senior Event Planner. This package is for the client that needs guidance from start to finish. It includes:

- Initial consultation with the client
- Unlimited phone and email contact
- Unlimited planning meetings between client and planner
- Preparing schedule/timeline and checklist for the planning process
- Venue walk-throughs, selection and booking for reception and ceremony
- Assisting with color scheme, style & wedding aesthetic
- Help with finding, negotiating, and booking suitable vendor for your event. We will schedule and accompany clients to up to 2 meetings per vendor category
 - o Caterer, Bakery, Florist, Musicians, Photographer, Rentals, Videographer, Officiate, Transportation
- Coordinate with vendors to ensure services/products are provided in a timely manner as contracted
- Ongoing updates and consultation with clients about Vendors services/products
- Assistance with invitations and tracking RSVP's
- Ceremony planning
- Prepare itineraries to be provided to vendors for the day of
- Final walk-through with client at selected sites month of the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding. This two hour planning meeting will include:
 - o Ceremony planning, processional and recessional
 - o Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
 - o Final walk-through with client at venue location
 - o Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, decorations etc.
- Events with over 300 guests will require assistant planner for additional \$400

Partial Wedding Planning Package \$2,200

This package is for clients who have started and completed much of their wedding planning. This package is more hands on for the client with guidance from a professional planner. The package includes:

- Initial consultation with the Clients
- Unlimited phone and email availability
- Prepare Client timelines
- Visit to both wedding and reception location to go over setup details
- Assist with selecting a color scheme, theme and style of the wedding

- Provide a list of preferred vendors as needed for the Client to set appointments with:
 - o Baker oCaterer oFlorist oMusicians oPhotographer oRentals oVideographer oWedding Attire oOfficiate oTransportation
- A Planning meeting one month before wedding which will include:
 - o Ceremony planning, processional, recessional, placement
 - o Preparation of rehearsal and wedding day itinerary as a timeline to be provided to Client and Vendors
 - o Final walk-through with Client at selected venue sites month of the wedding
 - o Draft inventory list of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, decorations etc.

Day of Coordination: \$1,200

***Client can choose full package or remove parts of package as needed to fit their budget & expectations*

Full Service Includes:

- 1 Free Initial Consultation
- Rehearsal Walk Through
- Coverage the day of the wedding
- 1 day of coordinator
- Unlimited consultation via telephone and/or e-mail with coordinator

The Double Check

- Review of all venue and vendor contracts and agreements to make sure all details are covered
- Review detailed discussion regarding venue/vendor arrangements
- Venue walk-thru
- Prepare Day of Itinerary/Timeline
- Final Itinerary/Timeline
- Final detailing with venue contact (Seating charts, guest count, final balances)
- Distribution of the final approved itinerary/timeline to venue contact and all other necessary vendors
- Provide basic traditional etiquette advice (seating arrangements, walking down aisle, etc.)
- (Any other details can be added by the client if needed)

Ceremony Rehearsal Coordination

- Rehearsal direction and/or assistance with wedding officiant
- Assist in special direction including any special requests, choreograph processional and recessional
- Review of musical selections
- Review seating arrangements and coordination of special traditions
- Provide abbreviated itineraries for bridal party and bride/groom parents

Ceremony

- Ensure special items are at ceremony location (Programs, Traditional/Ceremonial Items)
- Make sure ceremony flowers are delivered and set up according to contracted services

- Ensure groom, groomsmen, attendant and grandparent personal flowers and corsages are at the ceremony location and provide assistance if needed
- Ensure ushers are familiar with any special seating arrangements, in appropriate places, available to pass out programs and escort guests
- Make sure ceremony musicians arrive timely and review musical arrangements
- Ensure correct processional line-up
- Fix all dresses/tuxes prior to walking down the aisle
- Cue ceremony musicians, photographers and videographers when bridal party is in place to walk the aisle
- Assist photo/video arrangements at the end of ceremony

Cocktail Hour

- Ensure arrival and appropriate set up of cocktail décor and/or rental items
- Ensure arrival and set up of ceremony entertainment and/or musicians
- Usher guests to reception area
- Assist guests in locating their seating arrangements

Reception

- Oversee all contracted wedding day deliveries and vendor set ups
- Confirm and review reception timeline with venue & vendors such as photographer and DJ
- Ensure the design of the venue appears as anticipated and specifically described, including, but not limited to:
 - Setting up of wedding stationery (Place/Escort Cards, Menu Cards, Table Numbers) -Set up favors (at table or at individual seat) and or special gifts
- Special Item placement: Pictures, sign-in book, other signage
- Set up of small item décor: (candles, ready-made/ready placed decorative items)
- Set up of amenity baskets and or arrangements
- Ensure guest tables, head table and/or sweetheart table set up accordingly
- Ensure flowers and/or other centerpiece arrangements set up as contracted
- Coordinate events and announcements throughout the reception in coordination with DJ and/or Emcee
- Organize the bridal party and guests for the grand entrance and exit
- Ensure receptions events progress in a timely manner
- Cue Emcee/DJ of special moments (Entrance, cake cutting, toasts etc)
- Cue photographer and videographer of special moments to occur
- Ensure special arranged music requests are appropriately played at specific times (Entrances, Cake Cutting, Bouquet toss, etc)
- Assist venue/catering staff in minor needs
- Final vendor confirmations and detailed direction for set-up, breakdown and pick up
- Act as liaison and point of contact to bridal party, parents and contracted vendors for reception (Decorators, Entertainment, food and beverage) and venue
- Collect gifts and personal décor items and ensure they reach designated individual upon leaving the venue
- Coordinate reception departure/send-off