

UNFORGETTABLE WEDDING AND EVENTS

All packages may be customized and prices can change based on Venue and Caterer and Needs

Package #1

Get together and go over your ideas and create a timeline and review your plans

Meet at Venue and get a vision of what you are looking for

Create a floor plan as to where things are going to be set up

Go over all of your contracts and contact all vendors and share the timeline with them

Collaborate with photographer and combine timelines

We are available to answer questions through the whole process

We will have all the vendors we know and love available to you

We will be at your rehearsal making sure everyone knows their places and how it will flow

We will have a plan as to who is bringing what and who is taking it all home.

On the day of we arrive and

Greet and assist all vendors with proper set-up of ceremony and reception

Set up all reception items. Place cards, table décor, cake table décor, guest book, tables, chairs, specialty items, linens,

flowers, programs. Etc.

Distribute and pin all corsages, boutonnieres, wedding personal flowers

Manage the timeline of the events for your Bridal party and Family

Work closely with your photographer to make sure you get every Unforgettable photo you hoped for.

Be there by your side and available for any emergencies- Emergency kit is included and is always with me.

Round up and line up the wedding party and cue them as to when it is time to walk down the isle and where to be all day

Cue Ceremony Musicians, work closely with the DJ on the timeline and traditions

Responsible for making decisions in a pinch to ensure success

Make sure that the props, flowers, decor used in ceremony are transferred to reception for re-use.

Ensure that all vendors complete their duties and receive final payments or gratuities.

Ensure that the day runs on schedule to make sure you get all of your Unforgettable moments in.

Coordinate the reception details cue and prepare you throughout your day.

Grand entrance, blessings, toasts, cake cutting, first dance, father daughter dance, mother son dance, garter and bouquet toss.

Clean any of the "getting ready" spaces at the ceremony and reception sites.

Make sure that the couple is taken care of with food, Beverages, etc. packed and ready to go with them.

Coordinate and prep you and your guests for the grand exit of your wedding with whatever you have chosen to use.

Make sure that there is a photo taken

Make sure your transportation that night has all of your belongings in it for departure

There will always be a lead planner and an assistant.

Coordinate with Vendors, times of arrivals and departures and duties for the day

20-24 Hours or more with 3 meetings in person and unlimited text, talk and e- mailing. \$2,500

We are hired to make sure this day turns out perfectly! We will do just about anything to make that happen

Package #2

Partial planning package: A Shared wedding planning

This package includes the Day of package above

We will go over your budget and I can help you select your Venue and Vendors based on that. Help you understand what the average costs are. Help you stay in budget and have a checklist throughout the process so you feel accomplished and stress free.

We will get together and go over your pinterest board and your vision, I will give you all my expertise on how to make it happen and on how to do it in your budget

Assistance in planning will contact my vendors to see if they are available for you. Negotiate price. I have amazing vendors!

Meeting at Rental place to go over and create a plan for all your décor for the tables and spaces at the venue.

Create list and confirm perfection.

5 meetings of your choice, may be with other vendors to hire and secure plans

24-30 hours of service 4 meetings

Venue meeting, planning meeting with florist, meeting at rental place, meeting to go over lastminute details.

Rehearsal.

Updates monthly and assistance in finding supplies and budgeting

Will help with prep work with folding napkins, helping with place cards, menus.

Assist in finding transportation for after wedding and hotel accommodations for you and your guests. Day before and Day of.

Package #3

Full Planning Package

We help you narrow down and find the Venue that best fits your desires and budget

We create a plan for décor and present to you options that fit in your description of what you are wanting the ambiance to be

Assistance in shopping for the best deals along with suggestions of unique things to do to make it yours

Assist in design on programs, menu's, invitations, rsvp cards,

Clean up crew at the end of the night is included. Venue dependent.

Be by your side the whole time guiding you, giving you advice and helping you through it all.

We will make the appointments for your vendor meetings

\$5,000-\$7,000

We have created venues from scratch

\$3,500

ADD ON SERVICES!

Additional meetings \$100

Assist in prepping decor, folding napkins, favors, other details \$200

Plan rehearsal dinner and decor \$300

Deliver your flowers to your home

Load up decor the night of the event and deliver the decor to your house or rental place the next day \$200

Be in charge and provide lunch for bridal party the day of the wedding \$300

I also offer:

BARTENDING SERVICES

\$300 for 1 bartender for 8 hours

\$500 for 2 bartenders for 8 hours

An Additional \$35 an hour for each bartender needed

Makeup

Bride Trial run \$80

Bride day of \$100

Bridesmaids \$80

Includes full makeup application and lashes

Take garbage for you at the end of the night \$150

For an additional \$175 I can hire a cleanup crew.

EXTRA CHARGES MAY APPLY based on venue and cleanup details

Sweeping, Mopping \$100

Putting chairs and tables back and sweeping and mopping \$175

Separate the Garbage \$100