



Event Planning Packages

Price: \$ 2,500.00

Elite Package ~ start to finish planning

Price Includes:

- **Unlimited** planning meetings
- **Unlimited** phone and email availability during business hours (Monday - Friday 9:00 am - 7:00 pm Saturday – Sunday limited availability)
- Initial consultation with the bride and groom
- Help with finding, negotiating, and booking suitable vendors (Baker, Caterer, Bartender, Florist, Music, Photographer, Rental Items, Videographer, Photo Booth, Officiant, Transportation, etc.)
- Assist in lodging (blocking rooms)
- Up to 8 hours of decorating assistance and set-up for ceremony and reception (for up to 100 guests)
- Help to prepare and understand a budget
- Prepare a schedule/timeline and communicate information to vendors
- Prepare table layout of the room
- Using the inspiration board provided by bride, assist with selecting a color scheme and décor items
- Answer etiquette questions
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products
- Assist with Ceremony planning, coordinate rehearsal, and set-up ceremony on the day of the wedding.
- Prepare itineraries to be provided to vendors Receive deliveries and greet vendors
- Assist with handing out wedding flowers (corsages, boutonnieres, etc.)
- Make sure table numbers, place cards, programs, wedding favors are correctly placed
- Get wedding party in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Help photographer get the pictures you want, making sure family members are available and in place for the photographer.
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Make sure things are running on schedule
- Provide a stress free day for the bride and groom
- Final walk-through with client at selected sites 6 weeks prior to the wedding (create a summary of events and specifics)
- Final timelines prepared the month of the wedding

- Final consultation with vendors a month before the wedding

Wedding Day

- Attend, oversee, and direct the ceremony and reception.
- Receive deliveries and greet vendors.
- Assist with handing out wedding flowers (corsages, boutonnieres, etc.)
- Make sure table numbers, place cards, programs, wedding favors are placed correctly.
- **Ceremony:** Make sure wedding party is in correct places to process into ceremony, cue DJ, make sure flowers are held correctly, ensure timing of wedding party, and wedding dress train is straight etc.
- If given a list of specific pictures, help ensure pictures you want are taken.
- Make sure schedule is kept.
- Make sure reception area is set-up as planned, candles lit, DJ is cued for introductions.
- Help designated person with packing up and loading of personal items from reception.
- Provide a stress free day

Rehearsal

- Attend and direct (coordinated with officiate) at the rehearsal
 - Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

Plateau Planning ~ 3 Months plus day of Planning Package

Price: \$1,500.00

Price Includes:

- Initial consultation with the bride and groom
- **Unlimited** phone and email availability during business hours (Monday - Friday 9:00 am - 7:00 pm Saturday – Sunday limited availability)
- **Three** planning meetings
- Prepare a schedule/timeline and checklists
- Prepare table layout of the room
- Assist with selecting a color scheme and décor items.
- Answer etiquette questions
- Help with finding suitable vendors (Baker, Caterer, Bartender, Florist, Music, Photographer, Rental Items, Videographer, Photo Booth, Officiant, Transportation, etc)
- 3 months prior to wedding, meet to discuss details and vision for the big day
- Final walk-through with client at selected sites 6 weeks prior to the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors a month before the wedding
- Final 6 week meeting covering all details with client (including timeline and floor plan).
- Prepare itineraries to be provided to vendors

Wedding Day

- Attend, oversee, and direct the ceremony and reception.
- Receive deliveries and greet vendors.
- Assist with handing out wedding flowers (corsages, boutonnieres, etc.)
- Make sure table numbers, place cards, programs, wedding favors are placed correctly.
- **Ceremony:** Make sure wedding party is in correct places to process into ceremony, cue DJ, make sure flowers are held correctly, ensure timing of wedding party, and wedding dress train is straight etc.
- If given a list of specific pictures, help ensure pictures you want are taken.
- Make sure schedule is kept.
- Make sure reception area is set-up as planned, candles lit, DJ is cued for introductions.
- Help designated person with packing up and loading of personal items from reception.
- Provide a stress free day

Rehearsal

- Attend and direct (coordinated with officiate) at the rehearsal
 - Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

Day of Coordinator

Price: \$1,000.00

Price includes:

- Final 6 week meeting covering all details with client (including timeline and floor plan).
- Prepare itineraries to be provided to vendors
- Contact caterer, DJ, photographer to communicate timelines and other necessary details.

Wedding Day

- Attend, oversee, and direct the ceremony and reception.
- Receive deliveries and greet vendors.
- Assist with handing out wedding flowers (corsages, boutonnieres, etc.)
- Make sure table numbers, place cards, programs, wedding favors are placed correctly.
- **Ceremony:** Make sure wedding party is in correct places to process into ceremony, cue DJ, make sure flowers are held correctly, ensure timing of wedding party, and wedding dress train is straight etc.
- If given a list of specific pictures, help ensure pictures you want are taken.
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Rehearsal

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