

## *Grandeur Package*

- Unlimited planning hours to use at your discretion!
- Develop, Implement and Manage Budget
- Contract Coordination with all Vendors
- Create and Design entire ceremony and reception layout and design. Includes guest seating charts
- Theme and Color Scheme Development
- Manage guest list: includes mailing all wedding stationary
- Develop and manage the schedule of events with a detailed checklist
- All Wedding meeting attendance
- Conduct regular, periodic planning meetings during the planning process (in person or via teleconference)
- Arrange Guest Hotel Accommodations
- Arrange transportation and other related accommodation needs
- Rehearsal coordination and presence
- Printed Instructions and Itinerary for all Vendors and Wedding Party
- Deliver remaining final payment to vendors
- All described tasks in Day-Of Coordination Package
- Detailed event closure checklist to secure all rentals belongings, gifts, etc
- Personally assist the bride and groom to relieve stress and provide peace of mind!

**\$2,500**

## *Splendor Package*

- 25 planning hours to be used at your discretion
- Develop, Implement and Manage Budget
- Contract Coordination with all Vendors
- Develop and manage the schedule of events with a detailed checklist
- Printed Itinerary and Instructions for Wedding party and all Vendors
- Regular planning meetings with unlimited phone and email communication
- Rehearsal coordination and presence• Emergency kits for Wedding Day
- All tasks described in "Day of Wedding" Package

**\$1700**

## *Diamond Package*

- 15 planning hours to be used at your discretion
- Develop and manage the schedule of events with a detailed checklist
- Printed Itinerary and Instructions for Wedding party and all Vendors
- Regular planning meetings with unlimited phone and email communication
- Rehearsal coordination and presence
- Emergency kits for Wedding Day
- All tasks described in "Day of Wedding" Package

**\$1200**

## *Event Design*

- Up to 3 hour consultation
- Theme and Color Scheme Development
- Vendor referrals
- Presentation Board including photos, linen swatches, fabric, and small accessories
- Basic budget overview guide
- Simple planning worksheet with detailed checklists

**\$200**

## "Day Of Wedding" Coordination

- Organization meeting 4-6 weeks before event to gather details and vendor contracts
- Manage and coordinate rehearsal
- Event Itinerary
- Emergency Kits for Wedding Day
- Supervision of ceremony and reception set up
- Instruct staff of duties
- Assist the Bride & Groom with dressing
- Organize processional line-up
- Send bride down the aisle
- Assist with transition to reception
- Act as liaison between caterers, staff, photographer, and M.C
- Keep reception running smoothly
- Deliver final remaining payments to vendors
- Supervision of entire reception
- Unlimited emails and phone calls
- Final walk threw of site
- Unlimited Day-Of presence by our head coordinator and assistant

**\$600**