



## **The Standard Wedding Planning Packages**

Designed to walk you through planning all of the details from beginning to end, our Executive Event Coordinator will guide you through the entire process + assist you in planning the day you've always dreamed of! We offer three tiers of our planning package for you to choose from with differing levels of involvement from our team to fit your needs.



## **TIER ONE: \$1,250.00**

- Customized idea board showcasing main design elements of the wedding
- List of recommended vendors + wedding professionals to assist you on your big day
- Coordination of Ceremony + Rehearsal
- Guidance with floor plan + linen selection
- Oversee set up for menus, seating cards, guest book, favors, gift table + any additional special reception details
- Coordination with entertainment to ensure that your day runs as smoothly as possible
- Post wedding clean up coordination
- Up to 5 hours of planning sessions
- One face to face, phone, or skype meeting to cast vision for your wedding
- Monthly email check ins leading up to your wedding



## **TIER TWO: \$1,750.00**

Tier Two includes all action items listed in Tier One along with the following additions:

- Creation of detailed timelines for the wedding day, vendors, family + wedding party
- Assistance with wording and proofing of invitations and save the date cards
- Assistance of song selection for ceremony
- Handling of Marriage License information
- Establishing priorities, developing, and tracking your wedding budget
- Up to 10 hours of planning sessions
- Two face to face, phone, or skype meetings to ensure that all details are coming together as planned.
- Bi-weekly email check ins leading up to your wedding



### **TIER THREE: \$2,250.00**

Tier Three includes all action items listed in Tiers One + Two along with the following additions:

- Negotiating deals + placing orders with all rental companies + vendors
- Make arrangements for guest's accommodations + reserving hotel blocks
- Assistance with favor selection + assembly
- Attendance of all catering meetings to ensure quality for the client
- Handle all final payments on behalf of the couple to vendors & tips for vendors
- Review Vendor Deposits + Payments Due
- Coordination of Bridal Party Lunch on the Wedding day
- "Good Morning" check in call to the couple
- Executive Event Coordinator acts as the point of contact for all vendors
- Unlimited meetings + planning sessions
- Weekly email check ins