

The Essentials: Wedding Rehearsal + Day-of-Coordination

Starting at \$1500 *Customization available

The package includes coordination of the rehearsal & wedding day along with 3 meetings

Meeting 1: This is the initial consultation where we discuss your wedding design/style, budget, and vision.

Meeting 2: We will discuss the plan for the rehearsal and wedding day.

Meeting 3: We will discuss the final details. This meeting can include a venue walkthrough.

You are the planning expert! You provide all the details. We carry out your plan.

You Do	We Do
• Manage all wedding stationary (save the dates, invitations, RSVPs, and thank you cards) *Add on available • Provide a wedding day timeline • Communicate final wedding details within 1 week of the event. • Provide ceremony layout and processional order • Select and Secure Vendors/Venue(s) • Handle all vendor contracts and payments (except final day-of tips or balances) • Provide any décor items, signage, and materials to be used on the wedding day. • Prepare any rentals (linens, chairs, etc.) • Set up and breakdown of event (including rental delivery/pick up) • Provide a list of important contacts (wedding party, vendors, family, etc.) • Submit seating chart and final guest count to vendors • Communicate music selections, ceremony readings, and special traditions • Arrange guest transportation and hotel blocks • Coordinate rehearsal dinner • Create wedding website and registry	• Coordination of the rehearsal and wedding day • Prepare a wedding day schedule of events • Communicate the schedule within 2 weeks of the event. • Communicate with vendors within 1 week of the wedding (including the schedule, address[es] of venue, where to park, and rules of venue). • Placing all items that the couple has provided (Including decor, memory tables, or seating and/or welcome signage.) • Making sure all rentals are present, based on rental order. At the end of the event, we make sure all rentals are set aside for pick up. • Guest management • Giving tips or payments to vendors if they haven't been paid in full by Wedding Date.

The Spotlight: Partial Planning + Wedding Rehearsal + Day-of-Coordination

Starting at \$3000 *Customization available

The package includes partial planning as well as coordination of rehearsal and wedding day.

This package includes 4-5 meetings. Additional meetings available.

Meeting 1: Discussing wedding “must haves”, design/style, budget, and vision.

Meeting 2: Determine wedding party, vendors, and review the design/style details.

Meeting 3: Finalizing wedding timeline, wedding day requests, and plan for rehearsal/wedding.

Meeting 4: We will discuss the final details. *This meeting can include a venue walkthrough.

Meeting 5: If needed

We help you design your event, hire vendors, and provide the details. We execute your vision.

You Do	We Do
• Communicate final wedding details within 1 week of the event. • Manage all wedding stationary (save the dates, invitations, RSVPs, and thank you cards) *Add on available • Select and Secure Vendors/Venue(s) • Handle all vendor contracts and payments (except final day-of tips or balances) • Provide any décor items, signage, and materials to be used on the wedding day. • Partial set up and break down (including rental delivery/returns) • Provide a list of important contacts (wedding party, vendors, family, etc.) • Submit seating chart and final guest count to vendors • Communicate music selections, ceremony readings, and special traditions • Arrange guest transportation and hotel blocks • Coordinate rehearsal dinner • Create wedding website and registry	+ Assistance with design, selecting a style/theme + Assistance sourcing remaining vendors within your budget + Set-up and breakdown assistance + Create signage for seating chart + Prepare any rentals ordered (linens, chairs, etc.) • Coordination of the rehearsal and wedding day. • Prepare a wedding day schedule of events • Communicate the schedule within 60 days of the event. • Communicate with vendors within 1 week of the wedding (including the schedule, address(es) of venue, where to park, and rules of venue.) • Placing all items that the couple has provided (Including decor, memory tables, or seating and/or welcome signage.) • Making sure all rentals are present, based on rental order. At the end of the event, we make sure all rentals are set aside for pick up. • Guest management • Giving tips or payments to vendors if they haven't been paid in full by Wedding Date.

The Finale: All-Inclusive Planning + Wedding Rehearsal + Day-of-Coordination

Starting at \$ 4500 *Customization available

The Finale package includes all planning as well as coordination of rehearsal and wedding day.

This package includes 4-5 meetings. Additional meetings available.

Meeting 1: Discussing wedding “must haves”, design/style, budget, and vision.

Meeting 2: Determine wedding party, vendors, and review the design/style details.

Meeting 3: Finalizing wedding timeline, wedding day requests, and plan for rehearsal/wedding.

Meeting 4: We will discuss the final details. *This meeting can include a venue walkthrough.

Meeting 5: If needed

We are by your side every step of the way from start to finish

You Do	We Do
• Communicate final wedding details within 1 week of the event. • Manage all wedding stationary (save the dates, invitations, RSVPs, and thank you cards) *Add on available • Select and Secure the venue(s) • Provide any décor items, signage, and materials to be used on the wedding day. • Communicate music selections, ceremony readings, and special traditions • Coordinate rehearsal dinner • Create wedding website and registry	★ Complete design of wedding based on the style/theme presented in a custom online vision board ★ Hiring vendors within your budget that suit your style ★ Managing communications with all vendors and facilitating questions from them on behalf of the couple. ★ Booking hotel blocks and necessary guest transportation ★ Manage rental delivery and return + Set-up and breakdown assistance + Create signage for seating chart + Prepare any rentals ordered (linens, chairs, etc.) • Coordination of the rehearsal and wedding day. • Prepare a wedding day schedule of events • Communicate the schedule within 60 days of the event. • Communicate with vendors within 1 week of the wedding (including the schedule, address(es) of venue, where to park, and rules of venue.) • Placing all items that the couple has provided (Including decor, memory tables, or seating and/or welcome signage.) • Making sure all rentals are present, based on rental order. At the end of the event, we make sure all rentals are set aside for pick up. • Guest management • Giving tips or payments to vendors if they haven't been paid in full by Wedding Date.