

Event Management:

This package is ideal for clients who have a good handle on their planning process, but would like some assistance in keeping things organized, on track and not forgetting any of those special details! All offerings below are included, but not limited to.

Planning Process

- Complimentary Consultation
- Unlimited phone and email communication
- 4 months planning time
- 2 planning meetings to use at your discretion (in-person or virtual)
- 1 final planning meeting two weeks prior to wedding
- Vendor recommendations
- Guidance on budget, decor and design ideas.
- Personalized wedding checklist
- Vendor contact list
- Wedding day timeline creation
- Vendor confirmation, timeline and details email (1-2 weeks prior)
- Venue walk through (must be used in one of your meetings)
- Assist with running rehearsal*

Day of Coordination:

- Wedding day timeline, managing timeline on wedding day
- Organization of wedding party on wedding day, arranging bridal party, cuing music, speeches, grand march, flower arrangements, etc..
- Greet/direct guests as needed
- Greet/direct vendors and help with any last minute logistics
- Secure cards/gifts in vehicle or location
- Oversee late night snacks
- Monitor end of night transportation
- Set up and tear down of all decor items for ceremony, reception, and any necessary items for bridal suite, etc.
- Distribute gratuity checks to vendors

Add Ons:

- Rehearsal Coordination/On-Site Management
- Additional meetings/on-site hours

Travel Fees:

** Travel fees will incur for weddings more than 60 miles outside of my home office at \$.50/ mile.

**Hotel fees incur for weddings more than 100 miles outside of my home office.

Investment begins at \$3,000