



All of Time and Space
Full Service – Starting at \$6000

This package is for the couple who is busy with work and life or is out of state.

- ~ Use of collaborative software, so everyone involved is on the same page
- ~ Recommending ceremony and reception sites
- ~ Establishing budget and management.
- ~ Recommending quality vendors
- ~ Scheduling and Attending vendor meetings
- ~ Contract review
- ~ Providing wedding checklist
- ~ Progress meetings as needed
- ~ Tracking R.S.V.P's
- ~ Assisting with floor plans
- ~ Confirming details with vendors (email and phone)
- ~ Ongoing access through out planning
- ~ Design and develop wedding and theme
- ~ Meeting 10 days before to confirm all details and to collect personal item
- ~ Attendance at final meeting with caterer, ceremony, and reception sites to ensure all details are correct
- ~ Pre-wedding ceremony and reception site walk through
- ~ 1 coordinator and minimum of 1 assistant for wedding day***
- ~ Directing ceremony and reception
- ~ Directing Rehearsal (1.5 hours)
- ~ Providing guidance and advice
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)
- ~ Acting as Master of Ceremonies (if needed)
- ~ Making sure gift and personal items are taken by person of your choosing
- ~ Distributing final payment envelopes to vendors
- ~ Use of Wedding Day Emergency kit
- ~ Making hotel accommodations for out-of-town guests
- ~ Assisting with Design, Implementation and Delivery of all Guest Welcome
- ~ Arranging for child-friendly activities at the reception

*****Additional assistants required for weddings over 150 guests. An additional charge of \$250 per assistant added to package price.**



The Game is On
Partial Planning - Starting at \$3250

This package is for the couple who have some of the big things taken care of but still need help with the rest:

- ~ Use of collaborative software, so everyone involved is on the same page
- ~ Ongoing access through out planning
- ~ Design and develop wedding and theme
- ~ Meeting 10 days before to confirm all details
- ~ Establishing budget and management
- ~ Pre-wedding ceremony and reception site walk through
- ~ Providing wedding checklist
- ~ Recommending quality vendors
- ~ 1 coordinator and minimum of 1 assistant for wedding day***
- ~ Confirming details with vendors (email and phone)
- ~ Directing ceremony and reception
- ~ Directing Rehearsal (1.5 hour)
- ~ Providing guidance and advice
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)
- ~ Making sure gift and personal items are taken by person of your choosing
- ~ Distributing final payment envelopes to vendors
- ~ Use of Wedding Day Emergency kit

*****Additional assistants required for weddings over 150 guests. An additional charge of \$250 per assistant added to package price.**



Make It So

Wedding Management – Starting at \$2150

This package is for the couple who has planned everything but wants a professional to handle all the last-minute details and help reduce stress on the big day. (Please note: This is not a planning/vendor recommendation service.)

- ~ Use of collaborative software, so everyone involved is on the same page
- ~ 2 planning meetings with couple (4-6 weeks and 10 days before)
- ~ 1 coordinator and minimum of 1 assistant for wedding day***
- ~ Ongoing access through out planning
- ~ Providing wedding checklist
- ~ Pre-wedding and reception site visit
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Confirming details with vendors
- ~ Etiquette Advice
- ~ Directing rehearsal (1.5 hours)
- ~ Use of consultant's emergency kit
- ~ Making sure gift and personal items are taken by person of your choosing

*****Additional assistants required for weddings over 150 guests. An additional charge of \$250 per assistant added to package price.**

Add Ons

Additional Services - \$80/hour

These are additional services that can be added to any of the packages:

- ~ Assembling Invitations
- ~ Making Gift bags for out-of-town guests
- ~ Vendor recommendations
- ~ Personalized Website
- ~ Mailing announcements and/or invitations
- ~ Planning and organizing wedding related parties