



## Wedding Planning Services

### 1. Full Service Plan:

#### Investment:

- A. 150 Guests – 200 Guests \$2,000 USD Flat Fee
- B. 100 Guests – 150 Guests \$1,800.00 USD Flat Fee
- C. 50 Guests – 99 Guests \$1,200.00 USD Flat Fee
- D. 20 Guests- 49 Guests \$850.00 USD Flat Fee
- E. 0- 19 Guests \$650.00 USD Flat Fee

The Full Service Plan is ideal for the couple who wants a knowledgeable, professional planner to handle all of the planning for them, or to guide them throughout the process to ensure that nothing is overlooked on the wedding day.

The following outlines the list of services which will be rendered to the Full Service Client:

- a) Consultations with Client via telephone/email/in person throughout the planning process
- b) Assistance in budget determination and breakdown as needed
- c) Discussion of theme, color, style and complete wedding design
- d) Research of wedding professionals in each category that fit Client event style and budget and to provide Client with suggestions and guidance in making the final selections.
- e) Attendance at vendor appointments of Client's choice
- f) Overseeing of the details and acting as a liaison between the clients and the contracted vendors

- g) Day of Coordination is included in the full service plan, as outlined below.

## **2. Day of Coordination**

**Investment: \$500 USD**

The following outlines the list of Wedding Day Coordinator duties which will be rendered to Client:

- a) Visit to both ceremony and reception sites prior to wedding
- b) Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party
- c) Follow up telephone calls to all contracted vendors 1 to 2 weeks before wedding day
- d) Wedding Rehearsal Supervision
- e) On-site coordination and supervision at the ceremony site, during the reception and on the day of Client wedding
- f) A coordination representative, on site, the day of the wedding

## **3. Wedding Consultation Services**

**Investment: \$125 USD for the first hour, \$75 each hour thereafter**

The wedding consultation package is perfect for the couple who wants to jump start their wedding planning but needs to be pointed in the right direction. Consultations can take place in person, via email, Facetime, Skype or telephone.

Consultations services can include:

- General planning advice
- Vendor recommendations
- Budgeting
- Venue Search
- Wedding Etiquette
- Welcome/Out of Town Gift Bag – Sourcing and creation

