

BLOSSOMS & GRACE

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FULL-SERVICE EVENT PLANNING PACKAGE

Venue Selection + Booking

- Source venues to help client find the one that best fits criteria
- Arrange venue meetings and attend meetings on client's behalf
- Tour up to 5 venues with client

Assist with Event Design/Décor

- Gather ideas based on your personal style to determine theme and design direction.
- Provide wedding design guide with ideas for floral, linens, rentals, stationery, etc.
- This service includes ordering linens and rentals.
- Cost of centerpieces and décor is additional depending on intricacy of design.

Schedule & Attend Appointments with Wedding Professionals

- Refer and assist you in the selection of all of your wedding professionals based on your specific needs and budget.

Review Wedding Professional Agreements

- Prior to signing, we will review all agreements to ensure fair industry pricing and practices.

Manage Budget & Track Payments

- Provide a custom budget tracking worksheet and send payment reminders throughout the planning process.

Reserve Transportation

- Hire, schedule and manage transportation details for your wedding day.

Aid in Selection of Stationery

- Help choose wedding stationery items such as save-the-dates, invitations, programs, menus and all other printed items. We will communicate all details & edits to stationer.

Assist with Menu Selection & Details

- Work with you and the caterer/venue to choose a personalized menu, provide display/serving ideas and arrange and attend the tasting.

Aid in Selection of Favors, Bridal Party Gifts, etc.

- We will help source ideas and determine costs associated with these items. Favor assembly is an additional cost.

Wedding Task List

- Provide a wedding to-do list to help assist you throughout the planning process.

Venue Walk-Through

- Meet one month prior to wedding to discuss wedding day logistics and finalize details.

Communication

- Unlimited communication with wedding planner via email.

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Wedding Rehearsal

- Attend and direct wedding rehearsal (typically 1-2 days before wedding day)
- Ceremony playlist is prepared in planners blue tooth speaker for appropriate preparation
- Prepare bridal party for wedding day program

Wedding Day Management

- Assist with ceremony and reception diagram/layout
- Provide seating chart template
- Verify final guest count with venue and other wedding professionals
- Create entire wedding day timeline and email to wedding professionals at least one week prior to the wedding
- Confirm load-in and load-out times with all wedding professionals
- Attend and direct wedding day
- Assist bride and groom throughout the wedding day
- Ensure correct setup of ceremony site (florals, lighting, sound, programs, chairs, etc.)
- Ensure correct setup of cocktail hour and reception (tables, chairs, linens, menus, table numbers, place cards, DJ/band, florals, favors, etc.)
- Up to two Assistant Coordinators for your entire wedding day (*Additional coordinators will be brought on at an additional fee if needed due to guest count*)

Full-Service Package: \$4,200

COORDINATION

Venue Walk-thru

- Meet 6 weeks prior to the wedding day to discuss all details (i.e., vendors, timeline, concerns, contracts, etc)
- Visit the wedding venue to determine logistics and flow of event (*travel fees may apply if venue is further than 50 miles from Phoenix, AZ*)

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Coordination: \$1800

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A La Carte Services

(Only available as add-on services to Full-Service Planning or Coordination)

Guest Management Service	\$200
<ul style="list-style-type: none">• Source nearby hotels/resorts for out of town guests• Negotiate room block agreements and manage room reservations at each location• Book accommodations for out of town guests• Design, assemble and deliver guest welcome gift bags to hotels (Excludes cost of materials and items for welcome gifts)	
Rehearsal Dinner Coordination	\$450
<ul style="list-style-type: none">• Research and reserve venue• Research and meal or catering order (Catering cost is not included)• Place rentals order if necessary• Arrange décor vendors if necessary• Set-up 1 hour before and tear down at conclusion of event• Pricing for up to 2 hour dinner plus set-up and tear down (additional hours at \$75 per hour)	
Surprise Dance Choreography & Lessons	\$575
<ul style="list-style-type: none">• Uniquely choreographed routine of your request and style• Routine of up to 3 minutes in length• Includes mixing of music of client desires more than 1 song (3 songs max)	