



## *FULL-SERVICE PLANNING*

### **Venue Selection & Booking**

- Source venues to help client find the one that best fits criteria
- Arrange venue and attend venue meeting 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 Wedding Favors**

- 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.

### Wedding Rehearsal

- Attend and direct wedding rehearsal
- Prepare wedding party and family 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 rehearsal
- 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.)

**Full Service Planning Package: \$3,800**

*\*Travel fees of \$1 per mile include after the first 40 miles from and to Phoenix, AZ*

*\* Lodging fees incur when destination is more than 75 miles from Phoenix, AZ and wedding planning team has to stay over night for wedding rehearsal and wedding day.*



## PARTIAL PLANNING

### Assist with Event Design/Décor

- Gather ideas based on your personal style to determine theme and design direction.
- Provide wedding design vision board 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.

### Attend Design Vendor Meeting

- Attend the florist meetings with you
- Coordinate and attend tablescape meeting if you choose to have a mock-up design before the wedding
- Coordinate special rentals such as fun lounge seating areas, special entertainment, boutique details, etc

### Venue Walk-Through

- Meet at venue to discuss design, flow and logistics for event.

### Wedding Rehearsal

- Attend and direct wedding rehearsal
- Prepare wedding party and family 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 rehearsal
- 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.)

Partial Planning Package: \$2,800

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## 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 with client, to determine logistics and flow of event

### Wedding Rehearsal

- Attend and direct wedding rehearsal
- Prepare wedding party and family for wedding day program

### Wedding Day Management

- Assist with ceremony and reception diagram/layout
- Verify final guest count with venue and other wedding professionals
- Create entire wedding day timeline and email to wedding professionals at least two weeks prior to the wedding
- Confirm load-in and load-out times with all wedding professionals
- Attend and direct wedding rehearsal
- 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.)

Coordination: \$1,600

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## A LA CARTE SERVICES

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

<b>Guest Management Services</b>	<b>\$300</b>
<ul style="list-style-type: none"><li>• Book Accommodations for Out-of-Town Guests</li><li>• Negotiate room block agreements and manage room reservations at each location.</li><li>• Book transportation services to transport guest to wedding and back to hotel</li></ul>	
<b>Rehearsal Dinner Design &amp; Coordination</b>	<b>\$600</b>
<ul style="list-style-type: none"><li>• Research and reserve venue</li><li>• Research and place Catering order (Catering cost is separate)</li><li>• Place Rental order if necessary (i.e. fine china, silverware, welcome sign)</li><li>• Fresh Flower Vase Centerpieces- up to 5 tables</li><li>• Printed Information Card for Rehearsal guests- Directions, Menu, Thank you note to your honored guests</li><li>• Set-up and tear down</li><li>• Pricing for 2-hour dinner event.</li></ul>	
<b>Surprise Dance Choreography &amp; Lessons</b>	<b>\$525</b>
<ul style="list-style-type: none"><li>• Whether you want a simple waltz lesson to look like you don't have two left feet, or want to impress your guests with a fun surprise dance- we are here to offer that experience to you.</li><li>• A routine of 3 minutes will be uniquely choreographed for your wish and style.</li><li>• Includes 5 sessions of 1 hour each. Each additional hour is \$45 per hour.</li><li>• Includes mixing of music if client desires more than 1 song (3 songs max)</li></ul>	

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