



### "Hug" Package (\$2,000 - \$2,200)

- \*Unlimited vendor referrals – vendors within budget and style
- \*Coordinator will obtain existing vendor contact information
- \*Unlimited phone and email access with coordinator after deposit and contract are received
- \*3 Meetings Minimum:
  - Initial meeting – fill out initial questionnaire and explain packages and contract
  - Venue walk through with client – obtain venue rules and regulations to distribute to all vendors. Determine layout and location of ceremony, cocktail hour, and reception décor.
  - Final meeting – 1 – 2 weeks prior to wedding date. Review timeline, vendor contact list, décor sheet, and processional order. Fill out final questionnaire
- \*Additional meetings by request
- \*Personalized timeline – after consulting with photographer, videographer, hair / makeup, and DJ a first draft of timeline will be made at least 1 month prior to event.
- \*Timeline will include general timing of the day, vendor arrival and departure times, and addresses of all locations pertinent to execution of event.
- \*Coordinator will execute timeline on day of the event.
- \*Creation of processional order
- \*Create list of all final decor elements including all tables, ceremony site, cocktail area, and reception location
- \*At scheduled rehearsal, coordinator will be responsible for lining up bridal party, processional, formation of bridal party at altar, summarizing ceremony events and recessional.
- \*Pick up of final décor elements at final meeting, rehearsal, and / or morning of event.
- \*Coordinator will check in with client(s) during preparation hours
- \*Will distribute final payments and / or gratuity to all vendors in a sealed and labeled envelope
- \*Coordinator will stay for entirety of event and pack all personal belongings of clients into designated vehicle or room
- \*After final meeting with clients, coordinator will become main contact for all vendors
- \*After final meeting, coordinator will contact vendors with timeline
- \*Obtain final guest list including table number and meal choice
- \*Distribute personal flowers
- \*Oversee signing of marriage license
- \*Emergency kit provided for day of including: double sided tape, bobby pins, safety pins, sewing kit, deodorant, tampons, scissors, lights, etc.

### “Kiss” Package (\$3,000 - \$3,200)

- \*Everything included in “Hug” Package
- \*After signed contract is received coordinator becomes main contact with vendors
- \*Coordinator sets up all potential vendor meetings
- \*Coordinator reviews all final vendor details and contracts
- \*Coordinator will attend first choice vendor meetings for photographer, videographer, DJ or Band, florist, rentals, cake / desserts, and caterer
- \*Coordinate family photos on day of the event
- \*Based on a year long engagement, coordinator will provide a task and checklist timeline
- \*Budget development
- \*Design inspiration

### “Hugs and Kisses” Package – depending on budget w/ minimum \$5,000

- \*Everything included in “Kiss” Package
- \*Management of budget, included budget document updates through planning process
- \*Negotiate final details and contracts with all vendors
- \*Attend all vendor meetings
- \*Organize and update RSVP list
- \*Design implementation for escort cards or board, programs, menus, table numbers, invitations, save the dates, etc.
- \*Secure hotel accommodations for out of town guests and couple, which includes room blocks
- \*Assistance in booking rehearsal dinner venue