

## The Darling - Complete Wedding Coordination

(Recommended 8-12 month lead time)

This is the whole enchilada! This package includes any and all services that you need to plan the perfect wedding. I'll be there from day one to assist you with the creation, design and planning of your special day. It's difficult to list everything that is included with this package (it would be a really long list), but rest assured that no detail we be left unattended to

This service includes (but is not limited to):

- ❖ Unlimited consultation hours
- ❖ Everything that is included in our Basic Wedding Coordination package (Day-Of and Rehearsal Coordination)
- ❖ Creating the overall style, feeling and story of your wedding day
- ❖ Researching vendors and scouting locations
- ❖ Setting-up and accompanying you to appointments with vendors
- ❖ Creating and managing a realistic budget
- ❖ Creating and managing a realistic timeline and making sure that it's followed
- ❖ Managing all payments to vendors
- ❖ Acting as a mother, father, sister, best friend, confidant and counselor (really!)

Pricing for this package starts at \$6000.

Because each wedding ranges in size, complexity and budget – I will try my best to customize my service and fee to your individual needs.



## The Sweetheart - Basic Wedding Coordination

(Recommended 4-6 month lead time)

This package is for the couple that has most of the core components of their wedding planned. If you're looking for a professional for frequent advice and to pull together the overall look of your wedding, this is the package for you. It's the perfect in-between package if you know you don't need full service but know that you need more than basic service. I can start working with you from the very beginning of the planning process or further down the road.

This service includes (but is not limited to):

- ❖ 25 in-person consultation hours
- ❖ Unlimited email and phone time
- ❖ Everything that is included in the Basic Coordination Package (Day-Of and Rehearsal Coordination)
- ❖ Assistance with creating the overall style, feeling and story of your wedding day
- ❖ Vendor recommendations
- ❖ Contract review
- ❖ Assistance with creating and managing budget

Pricing for this package starts at \$3500.

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## The Honey - Day Of Wedding Coordination

(Recommended 1-2 month lead time)

This package is for the couple that has already designed and planned their own wedding and is looking for a professional to manage their actual wedding day. I will come in 2-4 weeks before your wedding day to make sure that you have finalized the most important details of your wedding day and work with you on a day-of schedule that I will help manage.

This service includes (but is not limited to):

- ❖ Three in-person meetings previous to your wedding day
- ❖ Creating and/or fine-tuning timeline for your entire wedding day
- ❖ Confirming and coordinating final details with vendors
- ❖ Primary wedding professional working your wedding day
- ❖ Briefing wedding party and keeping them on task
- ❖ Coordinating and/or fine-tuning and running timeline for ceremony and reception
- ❖ Managing rehearsal (we will attend the actual rehearsal)
- ❖ Cueing ceremony and reception programs
- ❖ Greeting and directing vendors
- ❖ Supervising set-up and break-down
- ❖ Distributing final payments and/or tips to vendors
- ❖ Acting as a liaison between the couple and vendors
- ❖ Trouble-shooting and managing any emergency situations
- ❖ Directing guests
- ❖ Managing your gifts/personal items to ensure that everything is returned to you safely
- ❖ Bridal emergency kit
- ❖ And just making sure that everyone is happy

Pricing for this package starts at \$1200.

Because each wedding ranges in size, complexity and budget – I will try my best to customize my service and fee to your individual needs.

\* I require an assistant for any wedding with more than 125 guests or where the wedding and ceremony are in different locations. Pricing for an assistant starts at \$300.



## Hourly Rate

Didn't find what you're looking for? Not to worry – I also offer our services based on hourly consultation fees.

- ❖ For one of our assistant coordinators to be present on your wedding day (must be in addition to one of our packages) – \$50 per hour
- ❖ General consultation fee to talk about anything under the sun (vendors, etiquette, locations, your mother-in-law, etc.) – \$125 per hour

## Travel

Planning your event out of town? I'll be there! Beyond the coordination fee, the following should also be included:

- ❖ Travel costs: plane, train or automobile mileage
- ❖ Rental car fees (if applicable)
- ❖ Overnight accommodations. I'll stay with your Aunt Sue, but I'd prefer to stay at the hotel where your event is taking place or at a hotel that is near your event location
- ❖ Food. I love to eat but I try to keep it in check. I charge a per diem that ranges from \$50 – \$100 depending on the city. Hey, \$30 goes a lot farther in Texas than it does in NYC.

Still have questions? Please give me a call or drop me an email – I'm here to help!

