



Exclusive All-Inclusive Package

- **Free initial consultation**
- **Access to Exclusive Events décor and inventory (based on availability)**
- **Assist in securing ideal ceremony and reception venue**
- **Assist in selecting and/or creating save-the-dates, place cards and menu cards**
- **Assist in selecting and/or creating Wedding Invitation**
- **Assist in selecting and/or creating Wedding Programs**
- **Assist with the creation and design of Ceremony space**
- **Assist with the creation and design of Reception space**
- **Budget management**
- **Contract review and negotiation**
- **Conduct on-site visits with key vendors**
- **Coordinate ceremony and all reception events**
- **Design floor plans for ceremony and reception venues**
- **Design seating charts**
- **Manage hotel accommodations for out of town guests**
- **Manage all vendor relations**
- **Manage set up and breakdown of rentals and decorations**
- **Orchestrate ceremony & reception entrance details**
- **Orchestrate Couple's reception exit**
- **Prepare and provide itinerary to all vendors**
- **Provide detailed Month by Month list of tasks for couple**
- **Provide info on traditions, protocol and etiquette**
- **RSVP tracking and management (if needed)**
- **Secure gifts, personal items and event items**
- **Serve as Mistress of Ceremony for Reception (if needed)**
- **In-person consultations as needed**
- **Unlimited consultations by phone and email**

Additional Services (optional)

- **Customized Mirrors for Seating Charts and Other Signage**
- **Rental of 10-Foot Round White Stage with Glossy Finish**

PAYMENT PLAN OPTION IS AVAILABLE

Actual price depends upon customized package, location, number of guests, event details and staff needed.

Please note that this packages do not include any clean up services required by certain reception venues.



All-In-A-Day Package

(must book at least 60 days in advance)

- **Access to Exclusive Events décor and inventory (based on availability)**
- **Conduct on-site visits with key vendors**
- **Coordinate ceremony and all reception events**
- **Design floor plans for ceremony and reception venues**
- **Free initial consultation**
- **In-person consultations as needed**
- **Manage all vendor relations**
- **Manage set up and breakdown of rentals and decorations**
- **Orchestrate ceremony & reception entrance details**
- **Orchestrate Couple's reception exit**
- **Prepare and provide itinerary to all vendors**
- **Provide info on traditions, protocol and etiquette**
- **Secure gifts, personal items, and event items**
- **Unlimited consultations by phone and email**

Additional Services (optional)

- **Customized Mirrors and Vinyl Wording for Seating Charts**
- **Rental of 10-Foot Round White Stage with Glossy Finish**

PAYMENT PLAN OPTION IS AVAILABLE

Actual price depends upon customized package, location, number of guests, event details and staff needed.

Please note that this packages do not include any clean up services required by certain reception venues.



Design/Decorating Package

(must book at least 4 months prior to event)

- **Access to Exclusive Events décor and inventory (based on availability)**
- **Collaborate with all vendors providing services related to décor of event space**
- **Collaborate with Wedding Planner/Coordinator to ensure design and décor is in line with client needs**
- **Create design for the Ceremony & Reception**
- **Design floor plan for the event space**
- **Free initial consultation**
- **In-person consultations as needed**
- **Manage set up and break down of décor and rentals**
- **Provide mock-ups of designs throughout the designing process**
- **Purchase décor items on behalf of the client (if needed)**
- **Select rentals and décor items on behalf of the client (if needed)**
- **Unlimited Consultations by phone and email**

Additional Services (optional)

- **Customized Mirrors and Vinyl Wording for Seating Charts**
- **Rental of 10-Foot Round White Stage with Glossy Finish**

PAYMENT PLAN OPTION IS AVAILABLE

Actual price depends upon customized package, location, number of guests, event details and staff needed.

Please note that this packages do not include any clean up services required by certain reception venues.



Private Event Services

- **Free Initial Consultation**
- **Budget Management**
- **Vendor / Venue Selection Services**
- **Save The Date, Invitation, and Program Design Selection**
- **Décor/Theme Selection**
- **Assist with Menu and Food Choices**
- **Floor Plan Layout**
- **Coordinate, Arrange and Attend Vendor Appointments**
- **Detailed Event Timeline if applicable**
- **Gift /Favor Ideas**
- **Unlimited Consultations in Person, by Phone and Email**
- **Décor Set Up and Breakdown**
- **RSVP Management**

Additional Services (optional)

- **Customized Mirrors and Vinyl Wording for Seating Charts**
- **Rental of 10-Foot Round White Stage with Glossy Finish**

PAYMENT PLAN OPTION IS AVAILABLE

Please note that the services listed in the above packages do not include any clean up services required by certain reception venues.