



cedar package

- Initial consultation
- 3 month meeting to discuss timeline & outstanding vendor questions
- 1 month meeting
- 1 week meeting
- Act as main point of contact for vendor questions 1 month prior
- Timeline
- Full day-of coordination (10 hours)
 - Additional hours and meetings upon request
 - Set up small decor items, such as centerpieces, photos, place cards, table numbers, etc.
 - Direct vendors upon their arrival
 - Assist catering staff as needed
 - Act as main point of contact for Venue
 - Greet and direct guests for ceremony
 - Cue ceremony, play music as needed
 - Move any decor to reception space
 - Assist in room flip
 - Move gifts

- Manage timeline throughout night
- Assist in seating guests for dinner, oversee dinner service
- Get toasts, cake cutting, speeches going on time
- Set and replenish desserts
- Pack up decor end of night
- Donate food, floral, recycling as necessary
- Access to decor inventory
 - Currently includes floating candles, pillar candles, votives, card box, cake stands, welcome sign stand, easels, photo frames, vases, etc.



harriet package

- Initial consultation to discuss vision board, timeline, budget, etc.
- Research cost, availability and style of 3 vendors within each category and send to Client
 - DJ, photographer, videographer, florist, dessert, decor, catering, bar, invitations, transportation, hotels, officiant, hair, makeup
 - Additional events/vendors such as rehearsal dinner, bridal shower, bachelorette party charged at an hourly rate
- Read through vendor contracts upon Client's request
- Sustainability tips/sourcing sustainable items
- Maintain vendors booked/timeline/cost spreadsheet
- 1-2 30 minute calls per month, Planner to complete approximately 2-3 hours of research per month

- Send findings to Client regularly throughout the month
- Brief email communication between Planner & Client not included in allotted hours
- Act as point person between Client and Vendors within 1 month of wedding
- 1-1.5 hour planning meeting week of wedding
- 10 hours Day of Coordination - see Cedar Package

isles package

- Initial consultation to discuss vision board, timeline, budget, etc.
- Research cost and availability from vendors within following categories
 - DJ, photographer, videographer, florist, dessert, decor, catering, bar, invitations, transportation, hotels, officiant, hair, makeup
 - Receive proposals from above vendors
 - Primary point person for revising proposals, contracts, etc.
 - Discuss with Client which vendor they would like to proceed with
 - Act as main point of contact between Vendor and Client throughout entire planning process
- Read through vendor contracts
- Sustainability tips/sourcing sustainable items
- Maintain vendors booked/timeline/cost spreadsheet
- 2 (two) 30 minute calls per month, Planner to complete approximately 2-3 hours of research per month
 - Discuss vendor findings on bi-monthly calls
 - Unlimited emails
- Attend final vendor detail meetings

- Help with planning and attend rehearsal dinner
- 1.5 hour meeting week of wedding
- 10 hours Day of Coordination - see Cedar Package