



TWO MAIN PLANNING PACKAGES



WEDDING COORDINATION

(aka month-of or day-of coordination)

PACKAGE PRICE: \$1,500 (+TAX)

NOTE: THERE IS A \$250 OR HOTEL ACCOMMODATION TRAVEL FEE FOR ANY WEDDINGS OVER 1.5 HOURS FROM GREENSBORO, NC

PRE-WEDDING DAY

- **Coordinator will provide the list of the approved wedding professionals (if requested)**
 - These wedding pros have been pre-vetted and approved based on quality, reputation, honor, ethics, talent, and reliability
- **Up to 5 Coordinator/Client (1 hour) Meetings (virtual or in-person)**
 - One (1 hour) Onboarding Meeting
 - One (1 hour) meeting to discuss the selection of the wedding professionals
 - One (1 hour) general planning session
 - One (1 hour) Hour Wrap Up Meeting (8 weeks prior to your wedding day)
 - One (1 hour) Final Meeting (2 weeks prior to your wedding day)
- **Up to 3 Coordinator/Client/Vendor (1 Hour) Meetings (Virtual or In-person)**
 - General Info
 - Coordinator will review contracts of ALL wedding professionals
 - Coordinator will have a meeting with the following:
 - Venue (final walk-through) (1 hour)
 - Caterer (1 hour - only if different from the venue)
 - DJ/Band/Entertainment (final meeting) (1 hour)
 - End-of planning vendor confirmations (to make any necessary adjustments)
 - Coordinator will reach out to all hired wedding pros 6 to 8 weeks prior to the wedding day to gather the appropriate information needed to:
 - ensure an accurate wedding weekend timeline
 - ensure that the wedding day runs seamlessly
 - Reviewing the planning arrangements
 - Reviewing the contracts
 - Checking & Confirming delivery times and dates
 - Confirming arrival times
 - Confirming rental items (numbers needed)
- **Coordinator will provide unlimited contact via email (if the couple has any questions regarding wedding etiquette throughout the planning process)**
- **Coordinator will check in with the couple monthly via email**
- **Coordinator will provide a wedding planning checklist**
- **Coordinator will create a detailed wedding timeline**
 - Coordinator will communicate with each of the hired wedding pros
 - Coordinator will communicate with the venue
 - Coordinator will communicate with the couple
 - Coordinator will distribute the final timeline to the venue, vendors, and the couple
- **Coordinator will be the "Single Point of Contact" within 8 weeks of the wedding**
 - Couple and Vendors/Venue will include the planner in all emails/calls/meetings to ensure that the planner is in the loop and aware of any and all changes and arrangements within 8 weeks of the wedding day.

WEDDING WEEKEND

- **Wedding Rehearsal Coordination**
 - 1 hour of coordination services
 - Distribution & walk through of the detailed wedding day timeline
 - Coordinator will review the timing of events, so that all the key players will be prepared and ready for the wedding day.
 - The couple will provide to the Coordinator (a minimum of one day prior to the wedding) the items that need to be set up on wedding day.
- **Wedding Ceremony (Setup + Coordination) (4 hours)**
 - Coordinator will manage the flow and timing of the ceremony, and
 - will be the liaison between the wedding party, family members, and wedding pros
 - the couple will have access to the planner's Emergency Day Kit
 - Coordinator will distribute the bouquets, boutonnieres, and corsages
 - Coordinator will direct the hired wedding pros
 - Coordinator will make sure the marriage license lands in the correct hands
 - Coordinator will oversee and supervise the set up to ensure that the couple's vision comes to life
 - Coordinator will set up all decor not handled by a specific hired vendor (such as unity candle, programs, etc.)
 - Coordinator will cue those involved in the wedding processional
 - Couple | Wedding party | Family members | Honorary attendants | Musicians and/or Sound Persons
- **Wedding Cocktail Hour + Reception (Setup + Coordination) (8 hours)**
 - Coordinator will manage the flow and timing of the events, and:
 - will be the liaison between the wedding party, family members, and wedding pros
 - the couple will have access to the Coordinator's Emergency Day Kit
 - Coordinator will direct the hired wedding pros
 - Coordinator will oversee and supervise the set up to ensure that the couple's vision comes to life
 - Coordinator will set up + breakdown all decor not handled by a specific hired vendor.
 - Coordinator will provide assistance with bustling the wedding gown (if applicable)
 - Coordinator will cue those involved in the grand entrance
 - Couple | Wedding party | Family members | Honorary attendants | Musicians/DJ
 - Coordinator will cue the couple and the wedding pros for special/important events such as:
 - First dance | Dinner | Toasts | Parent dances | Cake cutting

REHEARSAL + WEDDING DAY COORDINATOR ASSISTANT DETAILS

- **1 coordinator assistant included (up to 200 guests) If you have more than 200 guests, there will be an additional fee of {\$250} for each additional assistant. See rate breakdown below:**
 - 201 - 300 guests - 1 additional coordinator assistant will be needed
 - 301 - 400 guests - 2 additional coordinator assistants will be needed

FULL SERVICE PACKAGE

PACKAGE PRICE: \$4,000 (+TAX)

NOTE: THERE IS A \$250 OR HOTEL ACCOMMODATION TRAVEL FEE FOR ANY WEDDINGS OVER 1.5 HOURS FROM GREENSBORO, NC

PRE-WEDDING DAY

- **Planner will curate your wedding pro dream team from the list of the approved wedding professionals**
 - These wedding pros have been pre-vetted and approved based on quality, reputation, honor, ethics, talent, and reliability
- **Up to 15 Planner/Client 1 hour Meetings (virtual or in-person)**
 - One (1 hour) Onboarding Meeting
 - One (1 hour) meeting to discuss, review, and advise you on your budget
 - One (1 hour) meeting to discuss the selection of the wedding professionals from the Planners "Approved Wedding Pro List"
 - One (1 hour) meeting to assist you with your food & beverage selection
 - Up to Nine (1 hour) general planning sessions
 - One (1 hour) Wrap Up Meeting (8 weeks prior to your wedding day)
 - One (1 hour) Final Meeting (2 weeks prior to your wedding day)
- **Up to 15 Planner/Client/Vendor One Hour (Virtual or In-person) Meetings**

(The planner will discuss with you which of these pros will require virtual or in-person meetings, and which ones can be coordinated via email/phone call correspondence. Your planner will also discuss with you which wedding pros will need more than one virtual or in-person meeting)

- Planner will schedule & attend the meetings with the following wedding pros that were selected in the planner/client "Approved Wedding Pro List" Meeting:
 - Venue | DJ/Band/Entertainment* | Photographer | Videographer | Caterer | Baker | Bar | Hair & Make up | Transportation | Florist | **Rental Company (up to 2) | Hotel Reservations (up to 2)**
 - This includes the final meetings with the following:
 - Venue (final walk-through) (1 hour)
 - Caterer (1 hour - only if different from the venue)
 - DJ/Band/Entertainment (final meeting) (1 hour)
- Planner will review the proposals and contracts from each of the wedding pros, and answer any questions that the vendors may have regarding the wedding details to ensure that everyone is on the same page.
- End-of planning vendor confirmations (making any necessary adjustments)
 - Planner will reach out to all hired wedding pros 8 weeks prior to the wedding day to gather the appropriate information needed to:
 - ensure an accurate wedding weekend timeline
 - ensure that the wedding day runs seamlessly
 - Reviewing the planning arrangements
 - Reviewing the contracts
 - Checking & Confirming delivery times and dates
 - Confirming arrival times
 - Confirming rental items (numbers needed)
- **Planner will provide unlimited contact via email (if the couple has any questions regarding wedding etiquette in between meetings)**
- **Planner will provide monthly email check-in's by the planner**
- **Planner will provide a wedding planning checklist**
- **Budget Management (helping you stay organized and on track)**
 - You will have access to a viewable online tracker (updated monthly) that will allow you to stay on top of your wedding budget
- **Wedding Invitation Assistance & Management:**
 - Proofreading
- **Wedding Timeline Creation**
 - Planner will be in communication with the hired wedding pros between 6 to 8 weeks prior to the wedding day
 - Planner will be in communication with the venue
 - Planner will be in communication with the couple
 - Planner will distribute the final timeline to the venue, vendors, and couple
- **Single Point of Contact throughout the planning process**
 - Couple and Vendors/Venue include the planner in all emails/calls/meetings to ensure that the planner is in the loop and aware of any and all changes and arrangements.

REHEARSAL + WEDDING DAY COORDINATOR ASSISTANT DETAILS

- **1 planner assistant included (up to 200 guests) If you have more than 200 guests, there will be an additional fee of {\$250} for each additional assistant. See rate breakdown below:**
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WEDDING WEEKEND

- **Wedding Rehearsal Coordination (1 hour)**
 - 1 hour of coordination services
 - Distribution & walk through of the detailed wedding day timeline
 - Wedding Planner will review the timing of events, so that all the key players will be prepared and ready for the wedding day.
 - The couple will provide to the wedding planner **(a minimum of one day prior to the wedding)** the items that need to be set up on wedding day.
- **Wedding Ceremony (Setup + Coordination) (up to 4 hours)**
 - Planner will manage the flow and timing of the ceremony, and
 - will be the liaison between the wedding party, family members, and wedding pros
 - the couple will have access to the planner's Emergency Day Kit
 - Planner will distribute the bouquets, boutonnieres, and corsages
 - Planner will direct the hired wedding pros
 - Planner will oversee and supervise the set up to ensure that the couple's vision comes to life
 - Planner will set up all decor not handled by a specific hired vendor (such as unity candle, programs, and/or personal items)
 - Planner will cue those involved in the wedding processional
 - Couple | Wedding party | Family members | Honorary attendants | Musicians and/or Sound Persons
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