



# A WEDDING U DESIGN

YOUR VISION. YOUR STYLE. YOUR DAY.

## SIGNATURE PACKAGES

### **GOLD PACKAGE ~ REHEARSAL & DAY-OF COORDINATION**

PACKAGE PRICE **\$695**

This package ensures that your wedding day is well orchestrated. With your locations and vendor services already arranged, we'll supervise the wedding-day events and give you peace of mind in knowing that your wedding day will be worry-free.

#### **BEFORE WEDDING/ WEDDING DAY**

1. 3 person-to-person consultations discussing coordination and vendor arrangements
2. Unlimited phone calls and emails
3. Ceremony venue inspection - 1 week prior
4. Confirm all vendor deliveries & setup arrangements - 1 week prior
5. Ceremony rehearsal & coordination
6. Prepare ceremony & reception itinerary
7. Wedding party processional line-up & reception receiving line
8. Coordinate and oversee ceremony, photography, videography & reception activities
9. Supervision of all vendor deliveries, setup & breakdown
10. Assistance in ceremony & reception decorations
11. Setup food & beverages for wedding party prior to ceremony
12. Delivery & placement of floral arrangements, guest book, programs, rental items, etc.
13. Distribution of wedding favors, attendants gift, & programs
14. Obtain & transport bridal items, gifts, & any miscellaneous items
15. Reception grand entrance announcement (if requested)
16. Coordinate music selections for the reception & timing of events
17. Finalize & distribute vendor payments & gratuities

### **DIAMOND PACKAGE ~ PLANNING & COORDINATION**

PACKAGE PRICE **\$ 1795**

This package is just perfect for couples that have already decided upon their wedding day style, color selection, and/or overall theme. Whatever ideas you have your hearts set on we can help "set the stage" and bring your dream to reality.

#### **BEFORE WEDDING DAY/ THE WEDDING DAY ~ SAME AS PLATINUM PACKAGE**

1. 5 consultations discussing planning, coordination and vendor referrals
2. Unlimited phone calls and emails
3. Provide etiquette advice
4. Prepare wedding time-lines & budget reports
5. Vendor research, referral assistance, negotiations and contract review
6. Assistance with booking ceremony site and reception venue & requirements
7. Schedule necessary meetings with vendors & wedding party
8. Distribute confirmation letters of time-line and itinerary to all vendors & officiant
9. Compile, manage & finalize wedding party, guest list, & RSVP
10. Design seating arrangements & meal requests for bridal party & guests
11. Prepare wedding party contact information & itineraries
12. Assistance in obtaining marriage license & officiant

ALL PRICES ARE SUBJECT TO CHANGE AT ANY TIME, SOME RESTRICTIONS APPLY BASED ON NUMBER IN BRIDAL PARTY, GUESTS, AND LOCATION

13. Create wedding & honeymoon registry
14. Prepare venue maps and directions
15. Coordinate engagement party, rehearsal dinner, wedding and reception direction
16. Finalize & distribute vendor payments & gratuities

**PLATINUM PACKAGE ~ EVENT DESIGN, PLANNING, & COORDINATION**      PACKAGE PRICE \$ **2200**

This package is for couples who need complete assistance from concept to execution. We work with you hand-in-hand to arrange the endless details and ensure that your wedding and the experience of planning your wedding is absolutely perfect.

**BEFORE WEDDING DAY**

1. 7 consultations discussing design, planning, coordination and vendor referrals
2. Unlimited phone calls and emails
3. Design your unique style, color, theme and priorities for your ceremony and reception
4. Provide current wedding trends and ideas for the event design & etiquette advice
5. Develop wedding budget and expense worksheet
6. Prepare month-to-month wedding time-lines & budget reports
7. Vendor research, referral assistance, negotiations and contract review
8. Assistance with booking ceremony site and reception venue & requirements
9. Schedule necessary meetings with vendors & wedding party
10. Venue site evaluation & inspections
11. Distribute confirmation letters of time-line and itinerary to all vendors & officiant
12. Prepare engagement announcements
13. Compile, manage & finalize wedding party, guest list, & RSVP
14. Design seating arrangements & meal requests for bridal party & guests
15. Prepare wedding party contact information & itineraries
16. Assistance in obtaining marriage license & officiant
17. Out-of-town guest lodging accommodations
18. Invitation assembly and mailing (postage not included)
19. Create wedding & honeymoon registry
20. Arrange transportation & honeymoon travel
21. Prepare venue maps and directions
22. Coordinate engagement party, rehearsal dinner, wedding and reception direction
23. Finalize & distribute vendor payments & gratuities
24. Wedding-related errands as needed

**THE WEDDING DAY**

1. Venue inspections & confirm setup arrangements
2. Coordinate and oversee ceremony, photography, videography & reception activities
3. Supervision of all vendor deliveries, setup, & breakdown
4. Assistance in ceremony & reception decorations
5. Food & beverages for wedding party prior to ceremony
6. Delivery & placement of floral arrangements, guest book, rental items, etc.
7. Distribution of wedding favors, attendants gift, & programs
8. Obtain & transport bridal items, gifts, & any miscellaneous items
9. Wedding party processional line-up & reception receiving line
10. Reception grand entrance announcement
11. Coordinate music selections for the reception & timing of event



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## **CONSULTING PACKAGE ~ INFORMATION**

**PACKAGE PRICE @ \$ 295**

This package is for anyone who desires to design, plan and/or coordinate a successful wedding. We'll give you valuable guidance and direction. You will receive 2 consultations & 5 phone calls and unlimited emails.

1. Planning & Design Consultation
2. Budget & Timelines
3. Vendor Research & Referrals
4. Wedding Decorations Assistance
5. Venue Selection & Contract Negotiations
6. Traditions & Etiquettes
7. Guest list & RSVP management
8. Accommodation & Travel Assistance
9. **COMPLIMENTARY PLANNING BOOKLET** - (includes budget, timeline, worksheets, checklists, & other important information)

## **VIRTUAL CONSULTANT PACKAGE ~ VIRTUAL WEDDING PLANNING**

This service is perfect for couples who are internet-savvy. Just email me your ideas, questions, concerns and I will respond with the information you need, usually within 24 hours. It is a great way to get customized assistance from a certified wedding consultant at a fraction of the cost. This package includes unlimited e-mail contact with a low, monthly fee.

Type of advice includes: budget & planning timelines, vendor assistance, guest list & rsvp management, gift registry, traditions & etiquette, invitations and other stationary, ideas and inspiration, music planning, etc.

**RATES: UNLIMITED EMAIL COMMUNICATION AND 1 FREE 1 HR. PHONE CONSULTATION (2 MONTH MINIMUM)**

**1 MONTH RATE - \$30**

**3 MONTH RATE - \$85**

**6 MONTH RATE - \$175**

**12 MONTH RATE - \$350**