

Designer Events

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WEDDING PLANNING SERVICES

***“Diamonds”
Premium Wedding Planning
App. 85 hours
Starting at \$1750***

This package allows us to take your style and vision and bring it to life. We facilitate the planning from beginning to end which will allow you to get the most out of your time to enjoy being “newly engaged”. This complete package will ensure that each event is carried out with the ultimate in organization.

Unlimited correspondence via e-mail & phone prior to event. Up to 18 Consultations/Design sessions.

- Design/Planning Sessions: Discuss overall style, vision, theme, and color scheme for event. Includes (but not limited to) assistance with:
 - Venue selection
- Décor for all sites (ceremony, reception, recital, etc.)
 - Floor plans
 - Music
 - Attire for wedding party
 - Menu
 - Wedding cake design & selection
 - Rental items
 - Vendors
- Budget preparation
- Vendor referrals, facilitate all vendor meetings, and attend upon request:
 - Ceremony and reception venue
 - Photographer and
 - Videographer
 - Floral designer
 - Baker
 - Stationary needs
 - Ceremony musicians
 - Reception entertainment
 - Makeup artist and hair stylist

- Wedding attire
- Caterer
- Décor (Lighting, Ice Sculptures, Drapery, Linens)
- Officiate
- Rental Items
- Transportation
- Establish wedding day timeline and vendor contact information
- Assistance with gifts for wedding party & wrapping of gifts.
- Stationary needs:
 - Assistance in selection of invitations & wedding stationary
 - Assembly & mailing of up to 400 invitations (Client will provide all materials needed)
 - RSVP management (If needed)
- Rehearsal
 - Rehearsal direction to create an organized event for everyone (app. 2 hours)
 - Reservation for event
 - Mailing of invitations
 - Set-up & tear down
 - Assistance with dinner menu (if needed)
- Ceremony (6 hours)
 - Direction of all wedding day activities
 - Oversee all vendor deliveries
 - Distribute vendor final payments
 - Assist bride & groom (and their attendants)
 - Distribute flowers to wedding party
 - Orchestrate ceremony processional & recessional
 - Organize receiving line (if using)
- Reception (6 hours)
 - Set-up (layout of seating, table arrangements, final touches to décor, etc.)
 - Assistance to bride (bustle gown, or reception outfit change)
 - Cue up special events at reception (cutting of cake, garter & bouquet toss, etc.)
 - Distribute final payments to vendors
 - Ensure all personal items have been gathered at end of reception

**Emergency kit on hand day of ceremony

“Pearls”
Partial Wedding Planning
App. 60 hrs.
Starting at \$1250

This package is designed for the couple that desires to be involved in the planning process of their wedding, but needs guidance. Most brides do not have the time to shop around for the best services and vendors. We have relationships with the top vendors to create the style that you are looking for, while staying within your budget constraints. The “Pearls” package we will handle the time consuming details and ensure a hassle-free planning process.

Unlimited correspondence via e-mail & phone prior to event. Up to 12 Consultations/Design sessions.

- Design/Planning Sessions: Discuss overall style, vision, theme, and color scheme for event. Includes (but not limited to) assistance with
 - Venue selection
 - Décor for all sites (ceremony, reception, recital, etc.)
 - Floor plans
 - Music
 - Attire for wedding party
 - Menu
 - Wedding cake design & selection
 - Rental items
 - Vendors
- Vendor referrals, facilitate all vendor meetings, and attend upon request:
 - Ceremony and reception venue
 - Photographer and
 - Videographer
 - Floral Designer
 - Baker
 - Stationary needs
 - Ceremony musicians
 - Reception entertainment
 - Makeup artist and hair stylist
 - Wedding attire
 - Caterer
 - Décor (Lighting, Ice Sculptures, Drapery, Linens)
 - Officiate
 - Rental Items
 - Transportation
- Establish wedding day timeline and vendor contact information
- Stationary needs:
 - Assistance in selection of invitations & wedding stationary
 - Assembly & mailing of up to 400 invitations (Client will provide all materials needed)
- RSVP management (If needed)

- Rehearsal
 - Rehearsal direction to create an organized event for everyone (app. 2 hours)
- Ceremony (4 hours)
 - Direction of all wedding day activities
 - Oversee all vendor deliveries
 - Distribute vendor final payments
 - Assist bride & groom (and their attendants)
 - Distribute flowers to wedding party
 - Orchestrate ceremony processional & recessional
 - Organize receiving line (if using)
- Reception (4 hours)
 - Set-up (layout of seating, table arrangements, final touches to décor, etc.)
 - Assistance to bride (bustle gown, or reception outfit change)
 - Cue up special events at reception (cutting of cake, garter & bouquet toss, etc.)
 - Distribute final payments to vendors
 - Ensure all personal items have been gathered at end of reception

**Emergency kit on hand day of ceremony

***“Sparkle”
Primary Wedding Planning
app. 25 hours
Starting at \$650***

This package is designed for the couple that has completed the planning process and would like for a professional director to coordinate their special day. This allows the couple and family to enjoy a stress-free event. The “Sparkle” package will ensure that all aspects of the event will be handled without having to worry, while everyone enjoys a relaxing day.

Unlimited correspondence via e-mail & phone prior to event. 2 Consultations prior to wedding day.

- Meeting at ceremony and reception site to discuss final details
- Final meeting at venue locations to design floor plan diagrams
- Establish wedding day timeline
- Vendor conformation 1 week prior to wedding
- Rehearsal
 - Rehearsal direction to create an organized event for everyone (app. 2 hours)
- Ceremony (3 hours)

- Oversee set up of ceremony site
- Assist bride & groom (and their attendants)
- Distribute flowers to wedding party
- Orchestrate ceremony processional & recessional
- Organize receiving line (if using)
- Reception (2 hours)
 - Set-up (layout of seating, table arrangements, final touches to décor, etc.)
 - Assistance to bride (bustle gown, or reception outfit change)
 - Cue up special events at reception (cutting of cake, garter & bouquet toss, etc.)
 - Distribute final payments to vendors

**Emergency kit on hand day of ceremony

***“The Big Day”
Directing Services
app. 10 hours
Starting at \$200***

- Meeting with your wedding director 30 days before the wedding
- Wedding director will direct rehearsal
- Wedding director will be present for up to 6 hours on the wedding day

***A La Carte
app. 40 hours
Custom quote given after first consultation.***

- Engagement Party Planning
- Bridal Luncheon or Shower Planning
- Rehearsal Dinner Planning
- Birthday Party Planning
- Anniversary Party Planning
- Holiday Parties & Decorating
- 4 Consultations Before Your Event

- Discuss theme, style and décor options
- Assistance with venue and vendor referrals
- Create timeline for day of event
- Facilitate and direct final vendor meeting prior to event
- Assistance with Layout and Seating Arrangements
- Oversee and Accept Vendor Deliveries on the day of your event
- Up to 6 hours on the day of your event

*****Custom designed floral centerpieces and table arrangements available upon request. Custom quote given upon first consultation and is determined upon materials used.**

Build Your Own Package

If you do not see a package to suit your needs, we will design a package just for you.