

Dream Day Package = \$1500

This packages appeals to those wedding couples that have already done a significant part of the planning for their BIG DAY and are now looking to “transfer” the details and responsibility to a professional wedding coordinator to execute on the day-of.

This package is designed to start six to eight weeks prior to wedding day. *Perfectly Planned* jumps on board to put the finishing touches on all of the details, help alleviate stress to ensure a flawless day.

What to expect from *Perfectly Planned* when you invest in this package:

- initial discussion to understand the wedding couple’s vision for their wedding and the groundwork already in place (up to two hours)
- one planning meeting to develop a timeline and detail of events (up to two hours)
- prepare timeline as discussed in meetings to distribute to wedding party and vendors
- confirm vendor arrivals on wedding day based on timeline
- review venue floor plan
- recommendations in wedding etiquette as needed
- facilitate wedding rehearsal (up to two hours)

Day of Coordination (up to ten hours):

- point of contact for vendors and wedding party
- assist with décor as necessary
- arrangement of favors, guestbook and escort cards
- provide direction for processional, guide guests from ceremony site to reception
- coordinate with on-site vendors throughout the reception for first dance, dinner service, cake cutting and other reception events as planned
- gather gifts and personal belongings of the wedding couple at close of reception to prepare for departure
- distribute final payments and gratuities to vendors
- unlimited support via phone, text and email

Tie It All Together Package = \$2250

This is a “partial” planning package ideal for couples who are about six months away from their BIG DAY! If you have already found your venue, signed contracts with the majority of your vendors but may just want some help to ‘tie it all together’ then this is the package for you!

What to expect from *Perfectly Planned* when you invest in this package:

- initial consultation to discuss the theme of your wedding and where you are in the planning process (up to two hours)
- three meetings at your discretion (ex. planning meetings, vendor consultation, etc.)
- review of vendor contracts
- additional vendor recommendations as needed
- budgeting advice
- recommendations in wedding etiquette
- assistance with menu development, attendance at catering meeting and tasting appointment
- assistance with specialty rentals such as tents, linens, chairs, décor, catering rentals and custom displays
- coordination of all wedding related vendors including venue, officiant, florist, photographer, transportation, music, décor, audio/visual needs, etc.
- complete timeline of events from the rehearsal through the reception
- confirm timeline with vendors
- final site visit and walk through of ceremony and reception venues with client
- review of guest seating chart and floor plan layout
- facilitate wedding rehearsal (up to two hours)

Day of Coordination (up to ten hours):

- point of contact for vendors and wedding party
- assist with décor as necessary
- arrangement of favors, guestbook and escort cards
- provide direction for processional, guide guests from ceremony site to reception
- coordinate with on-site vendors throughout the reception for first dance, dinner service, cake cutting and other reception events as planned
- gather gifts and personal belongings of the wedding couple at close of reception to prepare for departure
- distribute final payments and gratuities to vendors
- unlimited support via phone, text and email

Everything Wedding Package = \$3000

This is a full service package perfect for couples who have just gotten engaged. They are excited and eager about their new journey together but have no idea where to start and how to best navigate the planning process.

What to expect from *Perfectly Planned* when you invest in this package:

- initial consultation to fully understand the wedding couples' vision and desires for their ideal wedding day
- development and maintenance of a budget
- creation of a planning calendar with detailed action steps
- venue recommendations
- negotiation and review of vendor contracts
- scheduling of client-vendor appointments
- attendance of vendor meetings as necessary
- recommendations in wedding etiquette
- assistance with menu development, attendance at catering meeting and tasting appointment
- assistance with specialty rentals such as tents, linens, chairs, décor, catering rentals and custom displays
- coordination of all wedding related vendors including venue, officiant, florist, photographer, transportation, music, décor, audio/visual needs, etc.
- complete timeline of events from the rehearsal through the reception
- distribution of timeline to wedding party and vendors
- confirm timeline with vendors
- final site visit and walk through of ceremony and reception venues with client
- guest seating chart and floor plan layout
- assistance with guest accommodations and room block negotiations if required
- coordination of transportation to/from wedding & reception for bridal party & guests
- facilitate wedding rehearsal (up to two hours)

Day of Coordination (up to ten hours):

- point of contact for vendors and wedding party
- assist with décor as necessary
- arrangement of favors, guestbook and escort cards
- provide direction for processional, guide guests from ceremony site to reception
- coordinate with on-site vendors throughout the reception for first dance, dinner service, cake cutting and other reception events as planned
- gather gifts and personal belongings of the wedding couple at close of reception to prepare for departure
- distribute final payments and gratuities to vendors
- unlimited support via phone, text and email