

Thank you for your interest in Harvest Moon Events! We have created this Wedding Planning Package (and adjusted over the ten+ years we have been in business) to allow our clients flexibility in the level of involvement they desire from their Planner. Our hope is that our couples will create a package that they find a good fit for their needs and budget. We know what level of involvement is required by us in order to execute a successful wedding; we offer one wedding planning package to set us up for success, with the Add-On options available to provide a more full-service planning experience.

WEDDING PLANNING PACKAGE - \$3,800

Harvest Moon Events will provide:

- Venue and vendor recommendations (we work with the best in the state!). Client to oversee contracts, booking & negotiations and turn over completely managed logistics the week-of the event.
- Provide you with an event planning checklist/timeline to help guide your entire planning process.
- Design and planning consultation with a custom wedding proposal based on your vision and interests, including mood/vision boards.
- Provide you with a basic timeline overview that you can share with your vendors. This timeline should suffice for your vendors until we take over week-of the event and manage every last detail.
- On going communication about the design of your event, corresponding as much as you see fit.
- Create a detailed timeline for event day week-of (usually around 10 pages), and send out to all parties involved 48 hours prior to the wedding.
- Coordinate processional rehearsal the day prior.
- Transport and setup/strike up to 3 boxes (or the equivalent of one cart-load of items) of your personal items/decor to and from the event venue for you (cake knives, toasting flutes, cake topper, favors, etc - boxes no more than 10-20 lbs each please). Additional boxes of personal items are welcome, but additional charges will apply for HME added labor to facilitate.
- Execute the Harvest Moon design order and oversee vendor setup.
- Provide personal assistance day-of with a "Wedding Emergency Kit", including use of a steamer for wedding party attire.
- Coordinate setup and teardown at the venue; will be there until the end of the event to bring personal items back to the wedding suite for you. Maximum of 10 hours of coordinator's time that day (recommended 1pm-11pm).
- Fill in the gaps where your venue representative's duties stop.
- Be your main point of contact, along with the venue contact, so that you don't have to be worrying about anything the day-of!

OPTIONAL ADD-ONS:

- **MONTH-OF OPTION:** Will take all arrangements that you've fully executed off of your hands 30 days prior to the wedding (as opposed to the week prior). Will coordinate with vendors who you've booked the month-of. Will send out timeline approx. 14 days before the wedding (as opposed to the 48 hours before the wedding) **Price:** \$1750 extra. This is a great option if your venue requires a minimum of a month-of planner.

- **FULL VENDOR MANAGEMENT OPTION**: Vendor booking and management from the start. This can be all vendors, or just select few vendors you'd prefer not to handle yourself. This can be added on to either the basic package or month-of option, and can be added on at any point during the planning process. **Price**: Cost of the vendor plus our Coordination fee of 22%. *Note: we will pass any vendor discounts that we receive onto you.*
- **VENUE WALK-THROUGH**. Inspection of venue site in person. **Price**: hourly charge of \$65 per hour.
- **FLOOR PLAN**. Creation of your venue floor plan/diagram. Check with your venue—some of them provide this service complimentary for you. **Price**: hourly charge of \$65 per hour.
- **PRINTED PIECES** (escort cards, table numbers, programs, menus). Disclaimer: we are not graphic designers! We can hire a designer/print shop if desired (price to do so: item price plus our 22% coordination fee). Otherwise, if we create in-house for you, we'll design on Word or Canva and print with our basic office printer on cardstock with up to one accent color. **Price**: \$1 per printed item.
- **ASSISTANT COORDINATOR**. If your event Lead thinks she needs additional hands day-of, she'll recommend we add on an Assistant. Reasons for Assistant's presence: challenging logistics, Coordinator's need to be in 2 places at once, etc. **Price**: \$65 per hour. *Please note: if you are having HME provide floral and décor, HME will provide the staff necessary to set/strike the items on your design order. HME will quote that necessary labor at an hourly rate for the appropriate number of staff members to successfully set and strike within venue timeframe limitations.*