

THE WEEK-OF COORDINATION PACKAGE - \$2,600

This package is meant for the couple who is hands-on, yet doesn't want to be bothered with logistical details the week of the wedding. You book and manage all your own vendors, handling all details on your own until the week of your wedding. Then you'll turn those contacts over to your Coordinator to handle everything come wedding day for you. Fitting for couples who may have the time to do some initial groundwork, but want to enjoy their day, turn everything over the week of the wedding, and not have to rely on friends/family to do any work the night of the wedding.

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.
- Design and planning consultation with a custom wedding proposal based on your vision and interests, including mood/vision boards.
- On going communication about the design of your event
- Create a detailed timeline for event day week-of (usually around 8 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 9 hours of coordinator's time that day (recommended 2pm-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!

THE COMPLETE AND CUSTOMIZABLE - \$5,500

Want more help throughout the process? This package is for you. Harvest Moon will provide you with a detailed checklist to keep you on track throughout the process. Depending on your budget and availability, you can decide how involved you want to be in the planning—handling some vendor bookings on your own to save some money, but turning over others to Harvest Moon when you just don't have the time to do it! This package is meant to allow you flexibility when deciding what you want to handle, and what you want the pros to tackle for you. Whatever you decide, we'll be the ones to facilitate ALL OF IT for you come the month of the wedding.

Harvest Moon Events will provide:

- Design and planning creation with a custom wedding proposal based on your vision and interests, including mood/vision boards.
- Venue and vendor recommendations (we work with the best in the state!). HME can oversee vendor negotiations & contracts a-la-carte for a % commission or the client may self-book & negotiate vendor contracts independently, with HME's consultation
- On going communication about the design of your event, answering questions, providing consult and wedding etiquette guidance upon request.
- Walk-through inspection of venue site
- Provide event planning checklist with timeline to help guide the entire planning process
- Outreach to your vendors (those you've booked on your own) 2 weeks prior to wedding, taking over as main contact for them at that point
- Organize setup details (coordinate floor plan) with your venue. Will work with your caterer to create (or will create for you).
- Creation of a detailed timeline for event day (usually around 8 pages), sent out week prior to the wedding to all parties involved
- Creation of printed pieces (escort cards, table numbers, programs) complimentary for you. Anything more elaborate than Microsoft Word capabilities, cardstock and basic computer printing will result in additional charge
- 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.
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