

## ***Full Wedding Planning Service***

A Wedding Planner is most frequently a person who can take charge and plan the details of a wedding from start to finish. The couple looking to hire a Wedding Planner is still involved. Most of the legwork is left to the planner and the couple can trust a professional to make the arrangements for them. The couple will have the Planner with them on all appointments and can rest assured that etiquette, budgeting and creative ideas are brought to them in a professional manner. The most luxurious of all packages; this service will yield a stress free experience and the true feeling of being a guest on your wedding day.

To include but not limited to:

- ♥ Monthly face-to-face meetings to go over wedding details (i.e., design & decor, vendor duties and negotiations, timeline of activities, etc.)
- ♥ Schedule entire project management
- ♥ Unlimited recommendations and/or suggestions (i.e., creative ideas, budgeting, etiquette, etc.)
- ♥ Create and/or assist with wedding design (floral details, linens, stationary, photo booth, etc.) Bride will be placed in a designated Pinterest group to help
- ♥ Vendor recommendations to help you find the perfect vendors, gathering availability and pricing for you. Making it easier for you to decide on who you want to hire, without the research hassle.
- ♥ Coordinate and attend every vendor and wedding related meeting, alone, or with client
- ♥ Create a comprehensive event time schedule for vendors and wedding party
- ♥ Establish roles and see to it that bridal party members fulfill specific duties
- ♥ Coordinate and contract transportation for you and your guests
- ♥ Unlimited access to consultant for related questions (via phone, text, or email)
- ♥ Create and attend to a personal wedding checklist so that nothing gets overwhelming and every detail is accounted for
- ♥ Confirm contracts and timing of events with all vendors
- ♥ Receive, store, and transport all related items to venue
- ♥ Wedding Party Rehearsal – I will be there to coordinate and choreograph your entire bridal party and family, ensuring that everyone is comfortable walking down the aisle, knows their places, where to stand and sit, etc. — All while getting everyone off to the rehearsal dinner/brunch on time!

## Services on your wedding day:

- ♥ Coordination of hair design and makeup application schedule
- ♥ Oversee all vendor commitments and make sure they are fulfilled to your standards
- ♥ Manage the timing of your events with family, wedding party and guests
- ♥ Allocate the gratuities/final payments to vendors
- ♥ Setting up day-of details (i.e. guest book, place cards, ceremony programs, guest favors)
- ♥ Use of Emergency Kit
- ♥ Be your eyes and ears throughout the day so you can relax and enjoy the loving memories
- ♥ MC at reception including announcing of the Bridal party and introduction of the Bride and Groom
- ♥ Supervise wedding setup/breakdown/cleanup

Step 1: Determine and set expectations of bridal party and family

Step 2: Date Evaluation, style, budget, project management

Step 3: Design Production, vendor selection

Step 4: Delivery, Day of Coordination and Management

**Total \$2,500**

## *Partial Wedding Planning Service*

Like Full Wedding Planning, our package would be a Luxury Service for the couple. I would be responsible for most of the planning, but in this case the couple would also do a great amount of the Planning. We recommend this service to couples that want the best of the best, but also would like to save some of their resources by doing a bit of the legwork themselves.

To include but not limited to:

- ♥ Bi-monthly face-to-face meeting to go over wedding details (i.e., design & decor, vendor duties and negotiations, timeline of activities, etc.)
- ♥ Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)
- ♥ Assist with wedding design (floral details, linens, stationary, photo booth, etc.)
- ♥ Provide professional vendor referrals (choice of at least three per service)
- ♥ Attend some vendor and wedding related meetings (to be coordinated by client)
- ♥ Create a comprehensive event time schedule for vendors and wedding party
- ♥ Assist with coordinating and contracting transportation for you and your guests
- ♥ Access to consultant for related questions (via text or email)
- ♥ Create a personal wedding checklist so that nothing gets overwhelming and every detail is accounted for (to be attended to by client)
- ♥ Confirm contracts and timing of events with all vendors
- ♥ Wedding Party Rehearsal - I will be there to coordinate and choreograph your entire bridal party and family, ensuring that everyone is comfortable walking down the aisle, knows their places, where to stand and sit, etc. — All while getting everyone off to the rehearsal dinner/brunch on time!

## Services on your wedding day:

- ♥ Oversee all vendor commitments and make sure they are fulfilled to your standards
- ♥ Manage the timing of your events with family, wedding party and guests
- ♥ Allocate the gratuities/final payments to vendors
- ♥ Setting up day-of details (i.e. guest book, place cards, ceremony programs, guest favors)
- ♥ Use of Emergency Kit
- ♥ Be your eyes and ears throughout the day so you can relax and enjoy the loving memories
- ♥ MC at reception including announcing of the Bridal party and introduction of the Bride and Groom
- ♥ Supervise wedding setup/breakdown/cleanup

Step 1: Determine and set expectations of bridal party and family

Step 2: Date Evaluation, style, budget, project management

Step 3: Design Production, vendor selection

Step 4: Delivery, Day of Coordination and Management

**Total \$1,750**

## *Day of Wedding Coordinator Service*

Our Day of Coordination is the perfect solution for couples who prefer to plan their own wedding but want to hire a professional for some peace of mind on the wedding day.

To include but not limited to:

- ♥ Direction of the Rehearsal - I will be there to coordinate and choreograph your entire bridal party and family, ensuring that everyone is comfortable walking down the aisle, knows their places, where to stand and sit, etc. — All while getting everyone off to the rehearsal dinner on time!
- ♥ Full day coverage from setup to breakdown & cleanup
- ♥ Implementation and overseeing of the wedding day schedule
- ♥ Setting up day-of details (i.e. guest book, place cards, ceremony programs, guest favors)
- ♥ Distribution of final payments & tips to vendors
- ♥ MC at reception including announcing of the Bridal party and introduction of the Bride and Groom

DURING THE DAY-OF Initial consultation meeting, the Bride will deliver to coordinator, a proposed master schedule of the wedding communicating the details and confirmation with the venue and vendors. A walk through of the venue is required prior to wedding day.

To be Communicated ONE WEEK prior to wedding date:

Final floor plan/seating chart, guest count, music selections, and speeches, menu & meal selections. Furniture and rentals, Hair and Makeup timing and schedule. Quantities of flowers, décor setup and delivery. Limo/Transportation pickups and drop offs. Must have photos and photography locations and final payments and gratuities

**Total \$500**

## ***Consulting Only Service***

***(Limited to 3 mos from consulting start date)***

If you are simply in need of a helping hand or someone who can field questions pertaining to etiquette, budgeting, design tips, etc., my consulting services are right for you! Sometimes a little push in the right direction is all a person needs to see their vision through.

To include but not limited to:

- ♥ Unlimited access to consultant for related questions (via phone, text, or email)
- ♥ Decision-making assistance when choosing vendors, colors, decor, etc.

**Total \$200**

**Additional 3 mos \$100**

## *Payments, Deposits, & Cancellations*

There is a 25% non-refundable deposit required to secure my services. If you have to cancel your wedding for any reason, a 30 day advance notice is required. You may reschedule your event (contingent upon my availability)

### PAYMENT TERMS:

A 25% non-refundable deposit of the total fee is due upon signing this estimate.

The balance is broken up into 2 payments:

Balance payment #1 is due: \_\_\_\_\_

Balance payment #2 is due: \_\_\_\_\_ (4 weeks before event)

I accept cash, money orders, Cash App, Apple Pay, and credit cards via Square. Please make money orders payable to Love Always Wedding Planning LLC. I will send you a Square invoice for all payments due.

TOTAL PLANNING FEE \$

25% Deposit Now Due:

Balance Payment #1 \$ \_\_\_\_\_

Balance Payment #2 \$ \_\_\_\_\_

Client agrees to all above with signature:

X \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_