ELEGANT AFFAIRS

EVENT DESIGN & COORDINATION

COMPLETE WEDDING PLANNING PACKAGE

For the couple who wants to be involved in the creative process but doesn't have the extra hours for planning, designing and executing their dream wedding.

PLANNING

- Complimentary consultation
- Unlimited advice via e-mail, phone, and text during business hours
- Unlimited in-person planning meetings as schedule allows
- Access to online planning tools
  - Custom wedding checklists, calendars, RSVP tracking, guest list management, timelines, seating arrangements, etc.
- Budget consultation
  - Budget development and management
- Floor plan design
- Theme and décor design to complement bride and groom's vision
- Invitations, stationery, and signage
- Wedding website development

VENDORS

- Connect, correspond and gather contracts with vendors that suit the couple's style
- Arrange all rental needs
- Attend meetings with vendors and gather/review contracts for booking
- Negotiation of vendor bids and contracts
- Custom and comprehensive timeline to be distributed to the bridal party and vendors
- Tracking of vendor invoices, payments, and payment reminders
- Follow-up and unlimited vendor communication

WEDDING REHEARSAL

- Rehearsal dinner suggestions and assistance
- Up to five (5) hours of wedding rehearsal coordination
- Rehearsal dinner management

GUESTS

- Arrange lodging rentals

WEDDING DAY COORDINATION

- Up to 12 hours of coordination on wedding day
- At least two (2) Assistant Coordinators

VENDOR MANAGEMENT

- Coordinate vendor arrivals, set up, teardowns, etc.
- Set up and breakdown of all wedding décor (Signage, escort cards, general décor, favors, etc. Does not include tables and chairs. All tables and chairs must be set up by venue, caterer, or rental company.)
- Oversee reception traditions
- Distribution of all vendor gratuities (must be in marked and sealed envelopes)

CEREMONY COORDINATION

- Line up of bridal party and family for processional
- Assist MC with cues for key wedding moments
- Collection of personal items to be placed in designated vehicles at the end of the night
- Provide any items necessary for unexpected emergencies....Emergency Kit!
- Guide you elegantly through your day

$8,000

Price valid for weddings with a guest count under 150

PLANNING PACKAGE
COMPARISON

	WEDDING MANAGEMENT	PARTIAL PLANNING + DESIGN	COMPLETE PLANNING
WEDDING PLANNING			
COMPLIMENTARY CONSULTATION	✓	✓	✓
UNLIMITED WEDDING ADVICE	✓	✓	✓
IN-PERSON PLANNING MEETINGS	UP TO 1	UP TO 3	UNLIMITED
BUDGET CONSULTATION	✓	✓	✓
BUDGET MANAGEMENT		✓	✓
THEME + DÉCOR DESIGN		✓	✓
FLOOR PLAN DESIGN		✓	✓
WEDDING WEBSITE DEVELOPMENT			✓
VENDORS			
ARRANGE ALL RENTAL NEEDS	✓	✓	✓
MEETINGS + CONTRACT REVIEW			✓
NEGOTIATE VENDOR CONTRACTS			✓
WEDDING REHEARSAL			
WEDDING REHEARSAL MANAGEMENT	UP TO 1 HOUR	UP TO 1 HOUR	UP TO 5 HOURS
REHEARSAL DINNER MANAGEMENT			✓
WEDDING DAY COORDINATION			
UP TO 12 HOURS ON WEDDING DAY	✓	✓	✓
ASSISTANT COORDINATORS	1	UP TO 2	2 OR MORE
GUIDE YOU ELEGANTLY THROUGH YOUR DAY	✓	✓	✓