



# ELEGANT AFFAIRS

EVENT DESIGN & COORDINATION

## WEDDING MANAGEMENT PACKAGE

Similar to "Day Of" or "Month Of" planning. For the couple that has a clear vision and most of their vendors, just needs a little guidance and execution for their big day.



### 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



### VENDORS

- Arrange all rental needs
- Custom and comprehensive timeline to be distributed to the bridal party and vendors



### WEDDING REHEARSAL

- Up to one (1) hour of wedding rehearsal coordination



### WEDDING DAY COORDINATION

- Up to 12 hours of coordination on wedding day
- One (1) Assistant Coordinator

#### 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

\$3,500

Price valid for weddings with a guest count under 150

# PLANNING PACKAGE COMPARISON

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