



Day-Of Coordination-\$1,000 and above

This package is available within 2 months of your event date. This package is for the couple that has pulled together all the details and decor in place but needs someone who will direct the rehearsal, ceremony and reception. Casey begins working with clients 8 weeks prior to their wedding and provides many hours prior to the wedding working with vendors, creating timelines and event layout. She will step in to help wrap up all the final details and manage the day-of so that you don't have to. Casey will create the wedding day timeline, confirm all of your vendors, coordinate your ceremony rehearsal and be on-site for full coordination and management of wedding day events and logistics. This service is essential to all couples and allows you, your family, and friends to enjoy your day free of stress.

Partial Planning Services-\$1,500 and above

These services are best suited for couples who have a vision for their big day but want help with the planning, facilitating and finishing touches. This couple has planned most of their wedding but still needs some help with vendor referral, setting up vendor meetings and idea inspiration. "Day of" package is included in the "Partial Planning" package.

Full Planning Services-\$3,000 and above

Full Planning is best suited for couples who would prefer to have guidance with each and every step of the way from start to finish. Planning services include planning meetings as needed and monthly reminders, development of wedding theme and design, vendor recommendations, scheduling of vendor appointments, coordination, confirmation, month-of services, and everything in-between. "Day of" and "Partial Planning" is also included in this stress free package.



Day-Of Coordination

Rehearsal

- Organize and direct wedding rehearsal (up to 2 hours)
- Distribution of Wedding Day Itinerary
- Advisement of wedding day responsibilities to wedding party

Wedding Day

- Assistance in development of wedding day timeline and outline set up plan
- Review of vendor contracts and confirmation of vendors 2 weeks prior to wedding day
- Provide final guest count to caterer
- Site visit to your ceremony and reception venue prior to the wedding to finalize venue floor plans 30-60 days prior to wedding day
- Unlimited email and telephone consults
- Coordination of all wedding vendors including their setup and breakdown
- Manage vendor & décor setup at ceremony & reception sites
- Setup and breakdown table numbers, place cards, favors, toasting glass & serving set, welcome table, favor table, gift table.
- Direct guests to ceremony and reception sites
- Orchestrate wedding ceremony
- Up to 10 hours of service on your wedding day and installation, including one assistant (for up to 150 guests. Every 75 guests thereafter requires an additional assistant for \$250)
- Coordinate all announcements/events during reception
- Distribution of vendor tips & balances due



Partial Planning Services

- All items included in “Day of Coordination”
- Wedding style/theme consultation
- Tip sheets, questions for vendors, and worksheets to include checklists to stay on track throughout the process and other important documents to make your day perfect
- Unlimited consultations via phone and email
- Scheduling, facilitating and attendance at 3 vendor meetings and 2 site visits
- Detailed, customized timeline
- Referral to reputable vendors, review of vendor contracts, and confirmation of vendors 2 weeks prior to wedding day
- Create detailed and informative itinerary for wedding day, and surrounding activities
- Up to 10 hours of service on your wedding day and installation, including one assistant (for up to 150 guests. Every 75 guests thereafter requires an additional assistant for \$250)
- Direction of rehearsal (up to 2 hours)



Full Planning Services

- All items included in “Day of Coordination” and “Partial Planning”
- Wedding design created specifically for your event
- Unlimited Consultations in person, on the phone and via email.
- Detailed, customized budget planner and timeline
- Facilitate all vendor appointments, as well as review and negotiate contracts
- Securing & Booking Guest Accommodations
- Scheduling Guest and Bridal Party Transportation
- Menu and Beverage Selection, as well as assistance with tasting as needed
- Schedule Salon and Spa Services
- Create detailed and informative itinerary for wedding day, and surrounding activities
- Unlimited on-site Wedding Day Management and Installation, including one assistant (for up to 150 guests. Every 75 guests thereafter requires an additional assistant for \$250)
- Direction of rehearsal (up to 2 hours)

