

## **Simply Indulgent**

### **Comprehensive Wedding Design and Coordination**

#### **Planning and Preparation**

- Unlimited consultation appointments.
- Unlimited phone calls and email correspondence.
- Develop event design, theme and décor concepts, ensuring that your wedding has a cohesive feeling from beginning to end.
- Budget development and management.
- Location research, scouting and contract negotiation for ceremony and reception venues.
- Prepare personalized timelines and checklists.
- Invitation advisement and assistance with purchase.
- Floor plan development and seating arrangements.
- Etiquette advisement.
- Marriage license and name change guidance.
- Assist with favor and gift selection.
- Assist with selection of wedding attire and accessories (if needed).
- Coordinate and place rental order.
- Detailed schedule for rehearsal, ceremony, and reception.
- Receive all personal items for ceremony and reception such as wedding favors, programs, etc.
- Assist with honeymoon research and reservations.

#### **Vendor Selection and Coordination**

- Recommend suitable vendors based on style, personality, and budget.
- Arrange vendor appointments.
- Contract review and negotiation.
- Personal attendance at all vendor appointments.
- Track vendor deposits, payment, and due dates.
- Coordinate with banquet manager for menu selection, site set-up, and details.
- Create and distribute wedding day timeline for all vendors.
- Handle all final confirmations.

#### **Guest Services**

- Guest count, invitation, and RSVP tracking .
- Assist with out-of-town guest accommodations and/or travel.
- Assist with distribution of activity timelines and welcome baskets.
- Assist with booking the Bridal Suite for wedding night.

#### **Wedding Weekend Services**

- Complete coordination of wedding rehearsal and ceremony.
- Oversee proper set-up of ceremony and reception locations.
- Place personal items at the venue including place cards, programs, menus, wedding favors, guestbook, etc.
- Guest greeting, coordination and assistance.
- Assist with wedding party attire.
- Distribute flowers to wedding party and family and assist with the pinning of all corsages and boutonnieres.
- Final inspection of set-up and décor.
- Access to essential wedding day emergency kit.
- Line up and cue wedding party for processional.
- Ensure you're ready to walk down the aisle, and that you and your dress looks absolutely perfect for your entrance.
- Ensure musicians are cued for correct pace and timing.
- Assist in gathering wedding party for pictures.
- Coordinate all wedding day activities including entrances, first dance, cake cutting, etc and ensuring you have a fabulous time at your reception.
- Distribute final payment and gratuities to vendors.
- Coordinate tear down at reception site.
- Coordinate transportation of gifts to designated location.

**Exact pricing dependent upon the date of event, location, and number of guests.**



## **Simply Splendid**

### Planning Assistance

#### **Planning and Preparation**

- 6 consultation appointments (not including vendor meetings).
- Unlimited phone calls and email correspondence.
- Assist in the development of theme and design.
- Budget development and management.
- Prepare personalized timelines and checklists.
- Floor plan development and seating arrangements.
- Etiquette advisement.
- Marriage license and name change guidance.
- Assist with favor and gift selection.
- Coordinate and place rental order.
- Detailed schedule for rehearsal, ceremony, and reception.
- Receive all personal items for ceremony and reception such as wedding favors, programs, etc.

#### **Vendor Selection and Coordination**

- Contract review and negotiation (for vendors already in place).
- Recommend additional vendors (if needed) based on style, personality, and budget.
- Personal attendance at all vendor appointments.
- Track vendor deposits, payment, and due dates.
- Coordinate with banquet manager for menu selection and site set-up.
- Create and distribute wedding day timeline for all vendors.
- Handle all final confirmations.

#### **Wedding Weekend Services**

- Complete coordination of wedding rehearsal and ceremony.
- Oversee proper set-up of ceremony and reception locations.
- Place personal items at the venue including place cards, programs, menus, wedding favors, guestbook, etc.
- Guest greeting, coordination and assistance.
- Assist with wedding party attire.
- Distribute flowers to wedding party and family and assist with the pinning of all corsages and boutonnieres.
- Final inspection of set-up and décor.
- Access to essential wedding day emergency kit.
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- Assist in gathering wedding party for pictures.
- Coordinate all wedding day activities including entrances, first dance, cake cutting, etc and ensuring you have a fabulous time at your reception.
- Distribute final payment and gratuities to vendors.
- Coordinate tear down at reception site.
- Coordinate transportation of gifts to designated location.

**Exact pricing dependent upon the date of event, location, and number of guests.**



## **Simply Peace of Mind**

### Wedding Weekend Coordination

#### **Planning and Assistance**

- 2 consultation appointments.
- Unlimited phone calls and email correspondence.
- Review vendor contracts and details for the wedding.
- Detailed schedule for rehearsal, ceremony, and reception.
- Collect items (if needed) at rehearsal to be brought and set up on wedding day such as candles, guest book, wedding favors, toasting glasses, place cards, etc.

#### **Wedding Weekend Services**

- Complete coordination of wedding rehearsal and ceremony.
- Oversee proper set-up of ceremony and reception locations.
- Place personal items at the venue including place cards, programs, menus, wedding favors, guestbook, etc.
- Guest greeting, coordination and assistance.
- Assist with wedding party attire.
- Distribute flowers to wedding party and family and assist with the pinning of all corsages and boutonnieres.
- Final inspection of set-up and décor.
- Access to essential wedding day emergency kit.
- Line up and cue wedding party for processional.
- Ensure you're ready to walk down the aisle, and that you and your dress looks absolutely perfect for your entrance.
- Ensure musicians are cued for correct pace and timing.
- Assist in gathering wedding party for pictures.
- Coordinate all wedding day activities including entrances, first dance, cake cutting, etc and ensuring you have a fabulous time at your reception.
- Distribute final payment and gratuities to vendors.
- Coordinate tear down at reception site.
- Coordinate transportation of gifts to designated location.

**Exact pricing dependent upon the date of event, location, and number of guests.**

Additional Services

**Invitation Assistance Package**

- Includes addressing, stuffing, sealing, and delivering all invitations.

**Vendor Assistance Package**

- Includes 1 consultation appointment.
- Unlimited phone calls and email correspondence.
- Recommend suitable vendors based on style, personality, and budget.
- Arrange vendor appointments.
- Contract review and negotiation.
- Personal attendance at all vendor appointments.
- Track vendor deposits, payment, and due dates.
- Coordinate with banquet manager for menu selection, site set-up, and details.
- Create and distribute wedding day timeline for all vendors.
- Handle all final confirmations.

**Rehearsal Dinner Planning Package**

- Includes 1 consultation appointment.
- Unlimited phone calls and email correspondence.
- Vendor selection and referrals.
- Assistance with theme and design.
- Assistance with seating arrangements and floor plan.
- Oversee vendor deliveries.
- Up to 4 hours of attendance on the day of the event.

**Wedding Night Package**

- Bottle of champagne and glasses.
- Choice of dessert or treats.
- Garment delivery.
- Candles and décor set up.

**Post Wedding Brunch Package**

- Includes 1 consultation appointment.
- Unlimited phone calls and email correspondence.
- Vendor selection and referrals.
- Assistance with theme and design.
- Oversee vendor deliveries.
- Up to 3 hours of attendance of the day of event.

**Bridal Luncheon Planning Package**

- Includes 1 consultation appointment.
- Unlimited phone calls and email correspondence.
- Vendor selection and referrals.
- Assistance with theme and design.
- Oversee vendor deliveries.
- Up to 3 hours of attendance of the day of event.

**Bachelor/Bachelorette Planning Package**

- Includes 1 consultation appointment.
- Unlimited phone calls and email correspondence.
- Assistance with theme and venue selection.
- Arrange for travel and reservations.
- Assistance in choosing favors and gifts.

**A La Carte Menu**

- Assemble favors:
- Personal shopping for décor and accessories
- Return tuxedos
- Website design and management



Baby Showers, Birthday Parties, Holiday Parties, Anniversary Parties, Bar & Bat Mitzvahs, Etc. – Pricing dependant upon size and scope of event.

**Planning and Preparation**

- Includes 3 consultation appointments.
- Unlimited phone calls and email correspondence.
- Development of theme and design.
- Budget development and analysis.
- Preparation of personalized timelines and checklists.
- Invitation advisement and assistance with purchase.
- Floor plan development and seating arrangements.
- Assist with favor and gift selection.
- Coordination of rental orders.

**Vendor Selection and Coordination**

- Assist in vendor selection.
- Arrange vendor appointments.
- Contract review and negotiation.
- Personal attendance at all vendor appointments.
- Track vendor deposits, payment, and due dates.
- Handle all final confirmations.

**Event Services**

- Includes up to 6 hours of attendance on the day of event.
- Supervision of vendor set-ups.
- Guest greeting, coordination and assistance.
- Assistance with wedding party attire.
- Final inspection of set-up and décor.
- Coordination of all activities.
- Distribute final payment and gratuities to vendors.
- Coordinate tear down at site.