



DETAILS *Galore* EVENTS  
•EXTRAORDINARY EVENTS PLANNED TO PERFECTION•

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## DETAILS GALORE EXPERIENCE

### “FULL PLANNING – OPTION I”

For the couple looking to have the ultimate experience for your special day, we’ve got you covered! Our Full Planning package has two options to choose from. With our Details Planned & Produced - Option I package, we’ll be with you from the beginning of the planning & design process until the BIG DAY arrives for you to celebrate all the work that has gone into making your day special. This package includes one additional event (leading up to the wedding) to be planned and coordinated by a member of our team.

### **PRE-WEDDING DAY**

(1 HOUR) COMPLIMENTARY INITIAL CONSULTATION  
(6) CONSULTATION MEETINGS WITH WEDDING PLANNER  
UNLIMITED PHONE DURING BUSINESS HOURS + EMAIL  
BUDGET ANALYSIS + MANAGEMENT  
PAYMENT SCHEDULE  
INTENARARY OF APPOINTMENTS  
(2) BRIDAL STYLE MEETINGS (GOWN + ACCESSORIES)  
ARRANGE + ATTEND VENDOR APPOINTMENTS + TOURS  
EVALUATE VENDOR AGREEMENTS  
DESIGN STYLE CONSULTATION (MOOD BOARD + COLOR SCHEME +  
RENTAL DÉCOR + INVITATIONS)  
SEATING ARRANGEMENT ASSISTANCE  
VENUE + VENDOR RECOMMENDATION SUITABLE TO CLIENT BUDGET  
RSVP + GUESTLIST MANAGEMENT  
CREATE MASTER TIMELINE TO BE REVIEWED BY CLIENT  
PROVIDE INTENRARY TO BRIDAL PARTY  
DISCUSS TIMELINE WITH VENDORS  
ASSISTANCE WITH INVITATION ASSEMBLY  
MAIL INVITATIONS \*MUST INCLUDE STAMPS  
MANAGEMENT + TRACKING OF ALL VENDOR PAYMENTS  
PLANNING FOR (1) ADDITIONAL EVENT + (3) HOURS OF COORDINATION,

(ENGAGEMENT PARTY/BRUNCH or BRIDAL SHOWER/LUNCHEON or  
REHEARSAL DINNER)

(1) HOUR WEDDING REHEARSAL COORDINATION

**WEDDING DAY**

LIGHT SET UP OF WEDDING PERSONAL ITEMS

(UP TO 3 HOURS BEFORE CEREMONY)

COORDINATION OF WEDDING CEREMONY + RECEPTION

(UP TO 5 HOURS)

ONE ADDITIONAL ASSISTANT ON LOCATION IF NEEDED

PROVIDE COORDINATION OF WEDDING PARTICIPANTS & VENDORS

DELIVERY OF WEDDING DAY ACCESSORIES

MANAGE DÉCOR SET-UP TO ALIGN WITH FINAL DESIGN PLAN

EXECUTION OF WEDDING DAY TIMELINE

GATHER PERSONAL ITEMS AND RETURN TO A DESIGNATED PERSON

*\*Please contact for pricing.*

# DETAILS PLANNED & PRODUCED

## “FULL PLANNING – OPTION II”

This is our second option for our full planning package for the couple who is looking to have the planning, design and coordination services without the extras. We will be with you from the beginning of the planning & design process until the BIG DAY arrives!

### **PRE-WEDDING DAY**

(1 HOUR) COMPLIMENTARY INITIAL CONSULTATION  
(3) CONSULTATION MEETINGS WITH WEDDING PLANNER  
UNLIMITED PHONE DURING BUSINESS HOURS + EMAIL  
BUDGET ANALYSIS + MANAGEMENT  
PAYMENT SCHEDULE  
INTENARARY OF APPOINTMENTS  
ARRANGE + ATTEND VENDOR APPOINTMENTS + TOURS  
EVALUATE VENDOR AGREEMENTS  
DESIGN STYLE CONSULTATION (MOOD BOARD + COLOR SCHEME +  
RENTAL DÉCOR + INVITATIONS)  
SEATING ARRANGEMENT ASSISTANCE  
VENUE + VENDOR RECOMMENDATION SUITABLE TO CLIENT BUDGET  
RSVP + GUESTLIST MANAGEMENT  
CREATE MASTER TIMELINE TO BE REVIEWED BY CLIENT  
PROVIDE INTENRARY TO BRIDAL PARTY  
DISCUSS TIMELINE WITH VENDORS  
MANAGEMENT + TRACKING OF ALL VENDOR PAYMENTS  
(1) HOUR WEDDING REHEARSAL COORDINATION

### **WEDDING DAY**

COORDINATION OF WEDDING CEREMONY + RECEPTION  
(UP TO 5 HOURS)  
LIGTH SET UP OF WEDDING PERSONAL ITEMS  
(UP TO 3 HOURS BEFORE CEREMONY)  
ONE ADDITIONAL ASSISTANT ON LOCATION IF NEEDED  
PROVIDE COORDINATION OF WEDDING PARTICIPANTS & VENDORS  
DELIVERY OF WEDDING DAY ACCESSORIES  
MANAGE DÉCOR SET-UP TO ALIGN WITH FINAL DESIGN PLAN  
EXECUTION OF WEDDING DAY TIMELINE  
GATHER PERSONAL ITEMS AND RETURN THEM TO A DESIGNATED  
(GITS + WEDDING DAY ACCESSORIES)

*\*Please contact for pricing.*

# DETAILS TAILOR MADE

“CUSTOMIZED PARTIAL PLANNING + DAY OF COORDINATION”

Our customized Partial Planning package allows couples to have a more hands on experience in the planning process! We'll provide you with (10) hours of consultation to be used in any of the areas below based on your needs.

## **PRE-WEDDING DAY**

(1 HOUR) COMPLIMENTARY INITIAL CONSULTATION  
CONSULTATION MEETINGS WITH WEDDING PLANNER  
BUDGET ANALYSIS  
MONTHLY TO DO LIST  
ATTEND VENDOR APPOINTMENTS  
DESIGN STYLE CONSULTATION (COLOR SCHEME + RENTAL DÉCOR +  
INVITATIONS)  
VENUE + VENDOR RECOMMENDATION SUITABLE TO CLIENT  
(1) HOUR WEDDING REHEARSAL COORDINATION

## **WEDDING DAY**

COORDINATION OF WEDDING CEREMONY + RECEPTION  
(UP TO 5 HOURS)  
LIGHT SET UP OF WEDDING PERSONAL ITEMS  
(UP TO 3 HOURS BEFORE CEREMONY)  
ONE ADDITIONAL ASSISTANT ON LOCATION IF NEEDED  
PROVIDE COORDINATION OF WEDDING PARTICIPANTS & VENDORS  
DELIVERY OF WEDDING DAY ACCESSORIES  
MANAGE DÉCOR SET-UP TO ALIGN WITH FINAL DESIGN PLAN  
EXECUTION OF WEDDING DAY TIMELINE  
GATHER PERSONAL ITEMS AND RETURN TO A DESIGNATED PERSON  
(1) HOUR WEDDING REHEARSAL COORDINATION

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# EVERY LAST DETAIL

## “MONTH OF COORDINATION”

Begins 8 Weeks Before Wedding

Our Month of Coordination package is for couples who have already planned the details of their wedding day and need a coordinator to execute those plans on the wedding day. We'll contact the vendors to ensure all agreements have been signed and final payments have been made leading up to the wedding day.

### **PRE-WEDDING DAY**

- (1 HOUR) COMPLIMENTARY INITIAL CONSULTATION
- (1) CONSULTATION MEETING WITH PLANNER TO FINALIZE DETAILS
- UNLIMITED PHONE DURING BUSINESS HOURS + EMAIL
- FINAL CHECKLIST
- DISCUSS TIMELINE WITH VENDORS
- TRACKING OF ALL FINAL PAYMENTS
- FINAL WALK THROUGH OF VENUE
- REVIEW OF CURRENT VENDOR AGREEMENTS
- (1) HOUR WEDDING REHEARSAL COORDINATION

### **WEDDING DAY**

- LIGHT SET UP OF WEDDING PERSONAL ITEMS
- (UP TO 3 HOURS BEFORE CEREMONY)
- COORDINATION OF WEDDING CEREMONY + RECEPTION
- (UP TO 5 HOURS)
- ONE ADDITIONAL ASSISTANT ON LOCATION IF NEEDED
- PROVIDE COORDINATION OF WEDDING PARTICIPANTS & VENDORS
- DELIVERY OF WEDDING DAY ACCESSORIES
- MANAGE DÉCOR SET-UP TO ALIGN WITH FINAL DESIGN PLAN
- EXECUTION OF WEDDING DAY TIMELINE
- GATHER PERSONAL ITEMS AND RETURN TO A DESIGNATED PERSON

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