

## **{SUGAR} PACKAGE**

### **TWO MONTH OUT COORDINATION**

Planned most of your wedding but feeling overwhelmed with all the final details?

Enjoy your wedding day knowing that your vision will be fulfilled and timeline seamless

Two meetings during the two months prior to your event:

First Meeting- [review all vendor contracts and walk through a minute-by-minute timeline of the event day]

Second Meeting- [final detail meeting; venue walk-through]

Reviewing and proofing of your Banquet Event Order

Contacting service vendors to review arrival/departure details

Confirmation of all vendor orders and quantities on rental items

Assist with any and all last minute details and decorations

Distribution of client approved timeline to all vendors one week prior to event

Coordination of ceremony rehearsal with officiate, bridal party, and family

Rehearsal wedding coordination (up to 3 hours)

Communication with banquet staff regarding setup and compliance of floor plans

Instructing ushers on proper seating and program distribution

Wedding day coordination (up to 10 hours)

Oversee set up of ceremony and reception sites

Setup of all personal items such as escort cards, programs, menus, favors, etc

Flower distribution to all members of the bridal party

Coordinate and deliver all wedding accessories to the event

Working with musicians on timeline for formalities

Management of final payments and gratuities to vendors

Wedding day emergency kit

Coordinate with vendors for clean up at the end of the event

One assistant (up to 6 hours)

Unlimited phone & email access 2 months prior

1500-1750

## **{SPICE} PACKAGE**

### **DESIGN & CONCEPT**

Excited to start planning your wedding, but worried about the design & overall concept?

Sparkle Event Design, which serves as the blueprint for your event  
Five planning meetings  
On site consultations (up to 15 hours)  
Wrap up meeting (up to 3 hours)  
Custom budget spreadsheet/management  
Month-to-month checklist  
Assistance with marriage license information  
Scheduling/attendance of floral design meetings and any follow up meetings  
Vendor referrals based on your design concept and budget  
Assistance with wording of all stationary  
Reviewing of proposals and terms of final contracts with referred vendor  
Attendance at menu selection and details meeting with catering manager  
Reviewing and proofing of your Banquet Event Order  
Contacting all service vendors for arrival times, contract particulars, venue's procedures for setup and teardown  
Confirmation of all rentals  
Distribution of client approved timeline  
Coordination of ceremony rehearsal (up to 3 hours)  
Instructing ushers on proper seating and program distribution  
Transport wedding accessories to ceremony and reception sites  
Setup of all personal items such as toasting glasses, favors, etc  
Working with musicians on timeline  
Flower distribution to all members of the bridal party  
Organize processional and seating of guests  
Management of final payments and gratuities to vendors  
One to two assistants (up to 6 hours)  
Wedding day emergency kit  
Unlimited phone & email access  
3300-3700

## **{EVERYTHING NICE} PACKAGE FULL COORDINATION**

Ready to let a professional coordinator take you through every step of the process? With this package, every detail of your wedding is managed flawlessly leaving you worry free throughout the planning process

Sparkle Event Design, which serves as the blueprint for your event  
Six planning meetings

On site consultations (up to 30 hours)  
Wrap up meeting (up to 3 hours)  
Custom budget spreadsheet/management  
Month-to-month checklist and guidelines  
Manage RSVP list  
Recommend and contact vendors  
Assistance with marriage license information  
Assistance with wedding gift registry  
Assistance with seating arrangements  
Scheduling/attendance of floral design meetings and any follow up meetings  
Assistance with venue search and contract negotiations  
Hotel blocks for out of town guests  
Scheduling/attendance of meeting with vendors based on your needs: up to three meetings for each of the following categories [photography, videography, custom invitations, lighting, custom cakes, musicians, caterer]  
Assistance with music selection  
Wedding day "morning wake-up" call to the Bride and Groom  
Placement for rental orders [chairs, linens, furniture, etc]  
Assistance with wording of all stationary  
Reviewing of proposals and terms of final contracts with referred vendor  
Coordinating the selection and delivery of gifts and welcome baskets  
Attendance at menu selection and details meeting with catering manager  
Reviewing and proofing of your Banquet Event Order  
Contacting all service vendors for arrival times, contract particulars, venue's procedures for setup and teardown  
Confirmation of all rentals  
Distribution of client approved timeline  
Coordination of ceremony rehearsal (up to 3 hours)  
Communication with banquet staff regarding setup and compliance of floor plans  
Rehearsal coordination (up to 3 hours)  
Instructing ushers on proper seating and program distribution  
Transport wedding accessories to ceremony and reception sites  
Distribute final payments and tips to vendors  
Setup of all personal items such as toasting glasses, favors, etc  
Recommend pre and post wedding activities  
Working with musicians on timeline for formalities[first dance, cake cutting, etc]  
Flower distribution to all members of the bridal party  
Organize processional and seating of guests  
Management of final payments and gratuities to vendors  
Two assistants on event day (up to 6 hours)

Wedding day emergency kit  
Unlimited professional advice and guidance  
4700-5200

### **{SPARKLE} DESIGN CUSTOMIZE YOUR GATHERING**

Do you have an idea or theme for your event design but not sure how to implement?

Are you in awe of the weddings that you have seen while scrolling through wedding blogs or Pinterest? With the right design that fits your personality, entertaining style, and vision your wedding will be picture perfect  
500

### **{LOVELY LITTLE} EXTRAS**

Assembling invitations, programs or favors (Minimum rate of 50 for every 100 guests-Hourly rate of 100 per hour)

Contact guests who have not responded 2 weeks prior to wedding

Assist with seating arrangements

Arrangements for pre & post wedding activities for out of town guests and bridal party

Assistance with guest registry

Rehearsal dinner arrangements

Decoration of wedding night suite

Prices Vary

### **{RASPBERRIES & ROUGE} BRIDAL PACKAGE**

Includes everything from coordinating your bridal shower and bachelorette party, to planning a spa day with the ladies, a wedding day brunch, wine tasting tour, or massages for the bridal party

Prices Vary

### **{BLOKES & BREWS} GROOM PACKAGE**

Includes everything from coordinating your bachelor party to planning a wine or brewery tasting or setting a tee time for golf before the wedding

Prices Vary

