

Events

by

CK



Planning & Coordination Packages

Month of Planning Package

Starting at \$1400

Our Day of Planning services are more than just a day of service! From our first meeting to our last, our talented coordinators collaborate with you to ensure your ideas are fulfilled and your details are finalized. On your wedding day, rest assured, we are on hand to make your most special day flows flawlessly.

Package Includes:

- 2 Face to Face Meetings: 1 meeting 6-8 weeks prior to wedding date, and 1 follow-up as needed.
- Skype or Facetime availability
- Unlimited emails, calls & texts
- Access to Coordination details at any time
- Timeline - Create & Share
- Floor Plan – Create & Share
- Recommended Local Vendor List
- Confirmation of and Main Contact for vendors – for month-of and day-of wedding
- Orchestrate Wedding Rehearsal, if desired
- Liaison for Wedding Day Deliveries & Vendors
- Décor Set up (up to 4 hours) and Reception Pack up
- Coordination for Day of Wedding (Noon – Midnight)
- On-site direction of Wedding Ceremony
- Assist with family photoshoot after ceremony
- Upgrade of China Plates (ivory with gold rim, square white plates, or classic white)
- Hand Drawn Menu Sign