

Wedding Coordinator Packages

Partial Planner, services provided throughout the engagement period

**All packages require 25% deposit/25% 90 days prior/ Remaining 50% due 30 days prior to the event. Receive a \$250 discount off any package below for paying in full!*

“Essential” Package:

\$3500

This is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a Full Service Package. This offering is designed to allow the couple a hands-on role in their planning activities along with the assistance of Affordable Events to guide them along their planning journey.

Pre-Wedding:

- Learn your wedding vision inside and out!
- Creating a wedding planning checklist and Wedding day game plan
- Three pre-wedding consultations
- 2-3 Meeting Sessions (in person or video) – one of which will be the venue walk-through
- Supplying any needed vendor recommendations
- Vendor contract review
- Designing a ceremony diagram
- Constructing a detailed wedding day timeline
- Communication and Confirmation of all details with the appropriate vendors prior to the wedding/Handling client and vendor according to your vendor list form by confirming their arrival times, getting insurance info, meal counts, confirming services booked, and any other important details, at least 1 week or more before the wedding day
- Facilitating the ceremony rehearsal

Wedding Day:

- Unlimited time on-site with your coordinator allowing you to enjoy every moment of your wedding day stress-free
- Directing the ceremony processional/recessional
- Coordinating and assisting with the setup of the ceremony and reception

- Setup of wedding accessories such as guest book (may be non-traditional), place cards, favors, etc.
- Coordinating pinning of boutonnieres and organizing guests of honor/flowers and line-up
- Acting as the point of contact for all vendors, ensuring permits and licensing for the county and venue compliance
- Assisting the wedding party with preparations and guests as needed
- Distributing final payment and gratuity to vendors as needed
- Providing an emergency kit
- Providing on-the-spot solutions as challenges arise
- Complete **wedding day management** and day-of execution for up to 12hrs
- Identify any missing pieces to the wedding day that may have been missed but are essential to run smoothly.
- Unlimited contact via email from the time of contract. Any phone calls, meetings, and or video chats need to be pre-scheduled
- Monthly email check-ins to ensure discussed details are going as planned, no matter how far out you book us – listen, we are in this together!
- Greet **wedding vendors** and be the point of contact on the day of your wedding ~ this way no one is bothering you with any questions or concerns!
- Cross-check venue set up, making sure ceremony and reception are set to perfection. Fixing any errors that may come up.
- Distribute bouquets & pin corsages to the bridal party & family members.
- Remind the Best Man, Maid of Honor, Parents, and honored guests when it is time to give their speeches.
- Assist with bridal party and family for photographs ~ things could get crazy and they may need some guidance, we will be there to help if needed.
- Set-up and styling of all wedding elements ~ this is key to having your vision come to life! (seating cards, favors, guest books, table numbers, photo booth props, DIY elements, etc.)*
- Direct ushers with seating and program distribution & cue ceremony musicians.
- Professional **Day of Wedding Coordinator** onsite for up to 12 hours of **wedding day management** ~ every wedding includes (1) wedding coordinator.
- Distribute final payments & gratuities as needed to vendors ~ you won't have time to do this as you will be too busy having the best day of your life!
- Retain the marriage license for the officiant / Give the Best Man the rings for the ceremony.
- Retrieve wedding gifts/cards ~ we will monitor the flow of the card box and personally hand the cards to you at the end of the night.

- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle.
- Date Change / Postponement Assistance – Things can happen and having to move your special day due to circumstances out of your control, can be stressful. We will make this process less stressful, by contacting your current vendors letting them know about the date change, and informing them of the alternate dates. We will ask each vendor to send an updated contract securing that new date and anything else needed to make the transition runs smoothly
- Most importantly, FULL access to the Wedding Day “Emergency Kit” ~ Trust us, it always comes in handy!

Ever-After Package:

This option is designed to provide even more coordination services and wedding day management. Affordable Events will jump into action sooner and provide you with the extra help and guidance you may need as you plan the wedding of your dreams!

\$4,500

Receive a \$250 discount for paying in full!

The *Ever-After Package* includes everything in the *Essential Package*, PLUS additional services, wedding planning tools, and more wedding day coordinator duties!

- **5 Meeting Sessions (in person or video)** – one of which will be a venue walkthrough.
- **Guidance During Wedding Planning Process** – We do a little more “hand-holding” with this package, which is perfect for any couple who needs even more advice and guidance throughout their time planning the perfect event. Sometimes you just need that go-to person, with that professional “wedding brain” that you can count on during those tough planning months, giving you a leg up over the average day of coordination couple! Therefore the services in this package begin 6 months out, with timeline creation beginning at the 3-month mark.
- **Ceremony Rehearsal Service**-your coordinator will be there to provide a practice run of your ceremony and instruct your bridal party and family on what to do during the ceremony – ensuring that everyone is comfortable walking down the aisle, knows their places, where to stand and sit, etc. — All while getting everyone off to the rehearsal dinner on time!
- **Wedding Planning Tools** – Organization is the name of the game when it comes to planning the perfect wedding! So, in addition to the guides and timeline you already get, you will also get some neat (and essential) tools & discounts to help streamline your planning process, FREE! Enjoy full access to our professional curated 12-Month Wedding

Planning Checklist, Wedding Budget Planner & Expense Tracker, Guest List Manager, Table & Seating Assignment template and limited access to the decor closet

- **Date Change / Postponement Assistance** – Things can happen and having to move your special day due to circumstances out of your control, can be stressful. Affordable Events will make that process less stressful for you, by assisting in contacting your current vendors to get availability for new dates, get their policies/charges in the event of a date change, getting updated contracts secured for you, and anything else that needs to make the transition run smoothly!

Full-Service Wedding Planning

Full-Service Wedding Planning packages are for the couple who want a full-time wedding professional overseeing every aspect of their wedding day or weekend.

“I DO” Package:

\$5500

The “I DO” wedding planning package includes Everything included in the Essential and Ever-After Packages plus:

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony layout and timeline of wedding/music
- Vendor recommendations, negotiations, and bookings
- Contract review
- Vendor management/ Attendance at vendor meetings
- Creation and execution of a design scheme
- Managing save-the-dates, wedding invitations, and all printed materials
- Tracking of guest RSVP's
- Wedding favors & accessories
- Coordinating accommodations, transportation, and childcare
- Procuring welcome bags
- Marriage License guidance
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Facilitating the ceremony rehearsal

- Unlimited time on-site with your coordinator and at least two assistants, allowing you to enjoy every moment of your wedding day without any worry of the details
- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Option to add on coordination and planning of additional events such as Welcome Party, Rehearsal Dinner, Sunday Brunch, Bridal Shower assistance, etc
- FULL ACCESS to Affordable Events Equipment and Décor "Stash" (Must not be reserved for the same weekend as another event)

Is that all? Not enough? You Decide!

Sometimes you just need a few extras! These are the perfect addition to any package.

Prices for the below services are quoted based on selected package, but can be purchased individually:

A la carte services and Extras:

- Bridal Party Agenda Portfolio Creation/Design for up to 6 pages (\$25 for each additional page)
- Hand-Drawn Save the Date Magnets to Highlight the Couple's Journey
- Ceremony Rehearsal Service – a practice run-through for the wedding party and family
- Assistance in assembling and sending out wedding invitations/Save-the-Dates or Bridal Party invitations
- Return of tuxedos and other rental items after the wedding
- Out-of-town guest bags — assembly and delivery
- Dress Fitting Attendance
- Assembly and packaging of wedding favors
- Gift transport and delivery

- Help with DIY Projects (Hourly assistance provided or Full Project)
- Save the Dates
- Reception Clean-Up- \$75/Hour

Don't see what you need? just let me know! Contact us to add any item to your wedding day coordination package and for pricing.

The Fine Print

** The paid-in-full discount and other discounts do not apply for major holiday weddings and will incur an additional 20% package fee. These terms apply to events booked for Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day only.*

** Paid in Full discounts do not apply to weddings booked less than 30 days out, as we require all final payments to be paid 30 days before the wedding date.*

** For liability reasons, our Coordinators cannot serve food or drinks to guests, or bus tables, hang or install any decor that requires a ladder, or move anything heavy enough to require machinery.*

** A second Coordinator is required for all non-traditional venues. The number of hours needed will be assessed and determined by your Lead Coordinator, additional fees will apply.*

** A second Coordinator may also be required for weddings with over 250 guests or the following: barn/farm weddings, vineyard weddings, park/arboretum weddings, South Asian / large multicultural weddings, private home weddings, and or large open space/nontraditional venue weddings that may require a lot of setup, have many moving parts and logistics that will need additional hands on deck. Amount of hours needed will be assessed and determined by your Lead Coordinator, additional fees will apply.*

**While the venue coordinator is experienced in "all things wedding", it is their role to service the venue and ensure venue related tasks, problems, and staff are taken care of, such as providing you with a list of rules and policies of the space like noise ordinances, candle and lighting restrictions, guest capacity, washroom needs, etc. Please ensure to address all wedding needs with your coordinator/planner.*

**Include one hour travel one way- .40 mile additional*

**Will work with venue to comply with venue guidelines- communicate them with Bride (this may include necessary modifications to pricing which Affordable Events will accommodate for if needed)*

**Affordable Events may need to modify services depending on county and state laws*

**Affordable Events will charge \$100 cancellation fee after 30 days following initial consultation up to 3 months prior to the event.*