



Wedding Planning Services

Whether you just need a little help to get started or someone by your side guiding you step by step, Simply Celebrations & Events will work with you to bring your ideas and wishes to life.

- You will have expert assistance bringing your dream wedding into reality.
- Your services will be personalized to fit your needs from simple advice to full wedding planning.
- All details will be handled so you and your family will be stress free and enjoy the wedding day.
- It is an honor for me to be part of your wedding planning.

Full Wedding Coordination

This package is for you if you are recently engaged and want help from the beginning to the end. You already have all these ideas and know what you want but you do not know where to start. You want an expert to be by your side to guide you in making the best decisions for your wedding day. You have a budget in mind and want to spend your money wisely on the aspects that are most important to you. You want someone there every step of the way to implement your ideas and handle all the details. This package is stress free and takes you from the start of planning all the way through the day of your wedding.

This package includes all of these premium services:

- Discussion of plans and ideas, wedding date, & number of guests
- Monthly in person meetings as needed
- Unlimited support by phone, email, or text
- Research of all vendors and subsequent recommendations
- Arrange and attend all vendor interviews and meetings
- Vendor contract review

- Customized timeline and checklists provided
- Theme and decor design
- Room layout and seating chart assistance
- Budget analysis and management
- Reminders for scheduled payments and budgeting tracking
- Guest List Management
- Organization and coordination of rehearsal, ceremony and reception
- Set up and breakdown supervision of ceremony and reception
- Professional planner and one assistant coordinator for the wedding day

Includes Day of Wedding Coordination:

- Weekly contact leading up to week of wedding
- Establish "Day of" timeline for the wedding party
- Create ceremony floor plan and order of wedding party for ceremony
- Create contact list of all involved parties
- Provide etiquette advice
- Contact all vendors the wedding week to ensure services are on track
- Attend ceremony rehearsal and troubleshoot any potential issues
- Place guest book, place cards, favors, and simple décor items on tables. Place unity candle and basic decor for ceremony.
- Greet all vendors at ceremony and reception for delivery and set up
- Pin corsages and boutonnieres on family and wedding party
- Line up wedding party for the ceremony
- Oversee schedule throughout the day so events happen as planned
- Distribute final payments to vendors if needed
- Insure set up and breakdown occurs within scheduled venue hours
- Provide emergency wedding day kit
- Up to 12 hours on the day of wedding

***There is no travel expenses charged if your wedding is within 75 minutes travel time for me. However if your ceremony and reception are more than 75 minutes travel time, a hotel for one to two nights will be paid by you (the client) for my (the consultant's) overnight stay.

Partial Wedding Coordination Plus

This one is for you if you have started already begun your planning and found your venue, perhaps your caterer and maybe your dress. You are about 8 to 10 months from your wedding day. As you get deeper into the planning, you really want some professional guidance to find additional vendors and make your budget work the best for you and your groom. All the details have become a little overwhelming. You also know now that you want someone to be there for the day of your wedding and for the ceremony rehearsal.

This package includes all of these premium services:

- Meet at least 8 to 10 months before wedding
- Up to 8 Vendor Recommendations (3 each per category)
- Reception and Ceremony Design Consulting
- Reception Set Up and Breakdown Assistance
- Professional planner and one assistant coordinator for the wedding day

Includes Day of Wedding Coordination:

- Weekly contact leading up to week of wedding
- Establish "Day of" timeline for the wedding party
- Create ceremony floor plan and order of wedding party for ceremony
- Create contact list of all involved parties
- Provide etiquette advice
- Give bride and groom general checklist for remaining months
- Contact all vendors the wedding week to ensure services are on track
- Attend ceremony rehearsal and troubleshoot any potential issues
- Place guest book, place cards, favors, and simple décor items on tables. Place unity candle and basic decor for ceremony.
- Greet all vendors at ceremony and reception for delivery and set up
- Pin corsages and boutonnieres on family and wedding party
- Line up wedding party for the ceremony
- Oversee schedule throughout the day so events happen as planned
- Distribute final payments to vendors if needed
- Insure set up and breakdown occurs within scheduled venue hours
- Provide emergency wedding day kit
- Up to 12 hours on the day of wedding

*****There is no travel expenses charged if your wedding is within 75 minutes travel time for me. However if your ceremony and reception are more than 75 minutes travel time, a hotel for one or two nights will be paid by you (the client) for my (the consultant's) overnight stay.**

Partial Wedding Coordination

With this package, you have started already begun your planning and found your venue, your caterer and two or more other wedding vendors. You are about 6 to 8 months from your wedding day. As you are progressing into the planning, you really want a little professional guidance to find remaining vendors. Managing all the details have become a little overwhelming. You also know that you want someone to be there for the day of your wedding and for the ceremony rehearsal.

This package includes all of these premium services:

- Meet at least 6 to 8 months before wedding
- Up to 4 Vendor Recommendations (3 each per category)
- Reception Design Consulting
- Reception Set Up and Breakdown Assistance

Includes Day of Wedding Coordination:

- Weekly contact leading up to week of wedding
- Establish "Day of" timeline for the wedding party
- Create ceremony floor plan and order of wedding party for ceremony
- Create contact list of all involved parties
- Provide etiquette advice
- Give bride and groom general checklist for remaining months
- Contact all vendors the wedding week to ensure services are on track
- Attend ceremony rehearsal and troubleshoot any potential issues
- Place guest book, place cards, favors, and simple décor items on tables. Place unity candle and basic decor for ceremony.
- Greet all vendors at ceremony and reception for delivery and set up
- Pin corsages and boutonnieres on family and wedding party
- Line up wedding party for the ceremony
- Oversee schedule throughout the day so events happen as planned
- Distribute final payments to vendors if needed
- Insure set up and breakdown occurs within scheduled venue hours
- Provide emergency wedding day kit
- Up to 12 hours on the day of wedding

*Decor set up beyond what is listed above is not included in the Day of coordination package. Cost for additional decor set up will be determined during first consultation.

****If your ceremony and reception are at two different locations, I will hire an assistant for an additional \$99.00 which is an extra charge.**

*****There is no travel expenses charged if your wedding is within 75 minutes travel time for me. However if your ceremony and reception are more than 75 minutes travel time, a hotel for one to two nights will be paid by you (the client) for my (the consultant's) overnight stay.**

Day of Wedding Coordination

This is the right package if you are just about done planning and you do not want to worry about your plan on your wedding day. You have picked out and hired all your wedding vendors. You have all your details to get organized and want some help pulling them all together. You want to enjoy your day and do not want your friends and family working on your wedding day. You are ready to turn over your day to a professional planner and just want to be free to enjoy your day.

- Meet at least three months before wedding to gather details
- Weekly contact leading up to week of wedding
- Establish "Day of" timeline for the wedding party
- Create ceremony floor plan and order of wedding party for ceremony
- Create contact list of all involved parties
- Provide etiquette advice
- Give bride and groom general checklist for remaining months
- Contact all vendors the wedding week to ensure services are on track
- Attend and organize ceremony rehearsal ***
- Place guest book, place cards, favors, and simple décor items on tables. Place unity candle and basic decor for the ceremony.*
- Greet all vendors at ceremony and reception for delivery and set up**
- Pin corsages and boutonnieres on family and wedding party
- Line up wedding party for the ceremony
- Oversee schedule throughout the day so events happen as planned
- Distribute final payments to vendors if needed
- Insure set up and breakdown occurs within scheduled venue hours
- Provide emergency wedding day kit
- Up to 12 hours on wedding day (Additional hours are at \$50.00/hour)

***Decor set up beyond what is listed above is not included in the Day of coordination package. Cost for additional decor set up will be determined during first consultation.**

****If your ceremony and reception are at two different locations, I will hire an assistant for a minimum of \$75.00 which is an extra charge.**

*****There is no travel expenses charged if your wedding is within 75 minutes travel time for me. However if your ceremony and reception are more than 75 minutes travel time, a hotel for one to two nights will be paid by you (the client) for my (the consultant's) overnight stay.**

A La Carte Services

This is for you if there are one or two things you need assistance with. You can be anywhere in the planning process for your wedding. You are having fun doing most of the planning but for example you cannot find that one last wedding vendor such as a limousine or a videographer. You do not need a whole planning package but you are finding a few areas very challenging. These services cover the individual pieces of planning that some brides struggle with. View the details of offerings below and call if you do not find what you need. We will design a custom plan for you.

Consultation Only at \$50.00 per hour

This can be to cover whatever you need a little help with:

Theme or décor design, day of wedding timeline, etiquette concerns, seating questions, ceremony concerns, etc.

Vendor Referrals - \$50.00 per category (3 vendors per category) (Venue is \$100.00 for 3 per category) Vendors are custom selected for your specific needs and budget.

Eco Friendly Green vendor referrals are also available

Eco friendly Green wedding planning services

Reception Set Up and Breakdown – price based on number of hours and staff needed

Ceremony coordination only – pricing based on ceremony location and number in wedding party

Rehearsal Dinner planning

Bridal Luncheon or Day after Wedding Brunch planning

Wedding Websites – assistance selecting and populating your own free wedding website

Guest List management – assistance with managing guest rsvp and menu choice tracking

Personal Event Planning (birthdays, anniversaries, vow renewals, bar mitzvah/bat mitzvah, etc.)

Call or email for pricing and availability. Schedule your complimentary consultation today to determine your specific needs, wishes and our desire to work together.

With all my best,

Nancy, your Professional Wedding Consultant



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206-601-6957 cell/text/email