



Wedding Planning & Coordination Packages &
Pricing Guide

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- Day-of Coordination Package -

Our Day-of Coordination Package is really a **"Month-of"** Coordination Package. To do our job to the best of our abilities, we dedicate our time **4-6 weeks prior to your wedding** to familiarizing ourselves with your vision and plan! This package is ideal for couples who are taking care of all the planning details (i.e. vendor selection, budget management, design management, and planning management) and are simply looking for assistance to bring their hard work and vision to fruition!

Every package includes a Lead Day-of Coordinator. This is the person you will be speaking with directly to discuss all wedding details. The coordination assistants (listed in the far right column of the pricing chart) make up the team the Lead Coordinator works with to ensure your day comes together perfectly!

WEDDING COORDINATION PRICING				
Guest Count	Starting Rate	Hours of Prep Prior to the Wedding Day	Hours of Coordination Provided on Wedding Day	Number of Coordinating Assistants
<i>Up to 25 guests</i>	<i>\$950</i>	<i>Up to 6 hours</i>	<i>Up to 6 hours</i>	<i>1</i>
<i>26 - 75 guests</i>	<i>\$1,450</i>	<i>Up to 12 hours</i>	<i>Up to 10 hours</i>	<i>1</i>
<i>76-125 guests</i>	<i>\$1,850</i>	<i>Up to 12 hours</i>	<i>Up to 10 hours</i>	<i>2</i>
<i>126-200 guests</i>	<i>\$2,250</i>	<i>Up to 14 hours</i>	<i>Up to 12 hours</i>	<i>3</i>
<i>201-300 guests</i>	<i>\$2,450</i>	<i>Up to 14 hours</i>	<i>Up to 12 hours</i>	<i>4</i>
<i>301+ guests</i>	<i>\$2,650+</i>	<i>Varies</i>	<i>12 hours+</i>	<i>4+</i>

****Travel fees applicable for weddings more than 25 miles from North Hollywood, CA*

DAY-OF WEDDING COORDINATION SERVICE SUMMARY

- ample communication throughout the 6-weeks leading up to your wedding
- create a detailed day-of timeline, disperse timeline to vendors prior to your wedding day, and manage timeline on your wedding day
- work with venue and client to create final floor plan
- access to our decorations
- access to an exclusive "Client's Area" of our website where our couples can find tools to help guide their planning including:
 - access to our extended preferred vendors list

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- In addition to the list of our absolute favorite go-to vendors available to everyone through our main website, our clients have exclusive access to a much more extensive list of vendors that we have had great experiences with in the past!
 - budget support blogs
 - Information & insight on vendors
 - & more!
- coordinate with vendors prior to the wedding (beginning 4-6 weeks prior to your wedding date)
 - distribute the timeline & floor plans to vendors prior to the wedding day
 - send a copy of the venue's policies and protocols to all vendors
 - confirm arrival time, start time, and strike time of vendors per their contracts
 - inquire about final payments and balances due prior to or on the day of the wedding
 - review all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - review music list for special events with DJ
 - communicate desired photo locations
 - receive copies of vendor's insurance policies (aka COIs) & signed venue rules, when necessary, and provide them to the venue
- 1 venue walk through prior to the wedding (pending availability, walk through must be scheduled on Monday-Thursday 9am-9pm)
- 1 hour of coordination service for ceremony rehearsal
- oversee production side of your wedding day from set-up to clean-up & everything in-between
 - including but not limited to:
 - manage vendor setup and breakdown at the ceremony and reception sites
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
 - work with the other vendors to ensure everything is running smoothly and according to plan
 - organize and distribute all personal flowers to the wedding party, family members, and special guests
 - line up wedding party for ceremony
 - cue bride(s), groom(s) and wedding party, for special events (i.e. grand entrance, first dance, etc.)
 - ensure payment of vendor tips and balances
 - oversee breakdown and clean up at the end of the ceremony / reception
 - ensure all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
 - work with the other vendors to problem solve efficiently and quietly, should anything unexpected arise
- provide an emergency Bridal Kit with items that are handy for both you, your guests, and vendors
- event insurance (covers the coordinator, coordination assistants, & the coordinator's property)

- Partial Planning Package -

This package is ideal for couples who have already secured a venue, caterer, & rental company and are **looking for support** with solidifying the rest of their wedding plans! This package includes up to **6 months** of wedding planning services and a designated professional coordination team to ensure all of your hard work comes together beautifully on your wedding day!

Day-of Coordination included in this package!

PARTIAL WEDDING PLANNING PRICING				
Guest Count	Starting Rate	Hours of Planning Per Month	Hours of Coordination on Wedding Day	Number of Coordinating Assistants on Wedding Day
Up to 25 guests	\$2,800	Up to 6 hours	Up to 6 hours	1
26 - 75 guests	\$4,200	Up to 8 hours	Up to 10 hours	1
76-125 guests	\$5,200	Up to 8 hours	Up to 10 hours	2
126-200 guests	\$6,800	Up to 9 hours	Up to 12 hours	3
201-300 guests	\$8,200	Up to 10 hours	Up to 12 hours	4
301+ guests	\$10,000+	Varies	12 hours+	4+

****Rates displayed are applicable to events occurring within 6 months of booking. An additional 5% fee will be added for each extra month spent planning.*

****An additional 10% fee will be added for events occurring less than 60 days from the time of booking*

****Travel fees applicable for weddings more than 25 miles from North Hollywood, CA*

PARTIAL WEDDING PLANNING PACKAGE SUMMARY

Planning Services (6 months - 6 weeks prior to your wedding):

- ample communication from the date of contract
 - consistent email/text communication to address questions and most current wedding planning goals
 - 1-2 scheduled monthly meetings
- create planning outline/timeline
 - the planning outline paces wedding planning into manageable monthly task lists
- design consultation and guidance throughout planning
 - we'll create a mood board to pinpoint your vision. This board is not only useful for

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us, but also for your florist, rental company, decorator, etc. to reference when building your order!

- create a personalized budget outlining suggested allocation of wedding funds to meet your wants and needs & track budget throughout planning
- provide options for & aiding in selection of all outstanding vendors you plan to book for your wedding
 - *THIS PACKAGE DOES NOT INCLUDE SUPPORT WITH SELECTION AND BOOKING OF VENUE, RENTALS, CATERER, OR HOTEL BLOCK*
- review vendor contracts
 - we want to ensure all of your vendor contracts provide everything you need for your wedding and protect YOU should anything unexpected arise
- attend meetings with vendors as needed / as is appropriate (pending availability- meetings must be scheduled on Monday-Thursday)
- contact and coordinate with vendors throughout planning
- create a detailed day-of timeline, disperse timeline to vendors prior to your wedding day, and manage timeline on your wedding day
- access to our decorations
- 1 venue walk through(s) prior to the wedding (pending planner availability)
 - additional venue walkthrough(s) can be requested by the client
- work with venue and client to create final floor plan

Coordination Services (6 weeks - Wedding Day):

- coordinate with vendors prior to the wedding
 - distribute the timeline, parking/load in instructions, venue policies, special client instructions, and the floor plan to vendors prior to the wedding day (4-6 weeks prior to wedding day)
 - collect signed copies of the venue's policies and protocols from all vendors and provide these documents to the venue (when applicable)
 - confirm arrival time, start time, and strike time of vendors per their contracts
 - inquire about final payments and balances due prior to or on the day of the wedding
 - review all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - receive copies of vendor's insurance policies (aka COIs) & signed venue rules, when necessary, and provide them to the venue
- 1 hour of coordination service for ceremony rehearsal
- oversee production side of your wedding day from set-up to clean-up & everything in-between
 - including but not limited to:
 - manage vendor setup and breakdown at the ceremony and reception sites
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
 - work with the other vendors to ensure everything is running smoothly and according to plan
 - organize and distribute all personal flowers to the wedding party, family members, and special guests
 - line up wedding party for ceremony
 - cue bride(s), groom(s) and wedding party, for special events (i.e. grand entrance,

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- first dance, etc.)
- ensure payment of vendor tips and balances
- oversee breakdown and clean up at the end of the ceremony / reception
- ensure all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- work with the other vendors to problem solve efficiently and quietly, should anything unexpected arise
- provide an emergency Bridal Kit with items that are handy for both you, your guests, and vendors
- event insurance (covers the coordinator, coordination assistants, & the coordinator's property)

- Full Planning Package -

With this package you can choose to be as hands-on or as hands-off with the planning for your wedding as you like! This package is ideal for couples looking for **full support** throughout the planning process. We will be there for every step of planning, from developing an initial vision to finally bringing everything together on your wedding day. Our priority is curating a wedding that represents your own personal style and relationship!

Day-of Coordination included in this package!

FULL WEDDING PLANNING PRICING				
Guest Count	Starting Rate	Hours of Planning Per Month	Hours of Coordination on Wedding Day	Number of Coordinating Assistants on Wedding Day
Up to 25 guests	\$4,500	Up to 8 hours	Up to 8 hours	1
26 - 75 guests	\$6,500	Up to 10 hours	Up to 10 hours	1
76-125 guests	\$7,000	Up to 10 hours	Up to 10 hours	2
126-200 guests	\$8,500	Up to 12 hours	Up to 12 hours	3
201-300 guests	\$9,000	Up to 12 hours	Up to 12 hours	4
301+ guests	\$10,500+	Varies	12 hours+	4+

****Rates displayed are applicable to weddings occurring within 12 months of booking. An additional 5% of the total cost will be charged for every month spent planning beyond 12 months of the booking date*

****An additional 10% fee will be added for events occurring less than 90 days from the time of booking*

****Travel fees applicable for weddings more than 25 miles from North Hollywood, CA*

FULL WEDDING PLANNING PACKAGED SUMMARY

Planning Services (12 months - 6 weeks prior to your wedding):

- ample communication from the date of contract
 - consistent email/text communication throughout the week addressing our current wedding planning objectives
 - 2-3 scheduled monthly meetings
- create planning outline/timeline
 - the planning outline paces wedding planning into manageable monthly task lists
- design consultation and guidance throughout planning
 - we'll create a mood board to pinpoint your vision. This board is not only useful for us, but also for your florist, rental company, decorator, etc. to reference when

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building your order!

- create a personalized budget outlining suggested allocation of wedding funds to meet your wants and needs & track budget throughout planning
- provide options for & aiding in selection of all vendors per your preferences & budget
- review vendor contracts
 - we want to ensure all of your vendor contracts provide everything you need for your wedding and protect YOU should anything unexpected arise
- attend meetings with vendors as needed / as is appropriate (pending availability- meetings must be scheduled on Monday-Thursday)
- contact with vendors throughout planning
 - we act as a liaison between you and your vendors to streamline your communication and all information through one consistent source (us!)
- create a detailed day-of timeline, disperse timeline to vendors prior to your wedding day, and manage timeline on your wedding day
- access to our decorations
- 1 venue walk through(s) prior to the wedding (pending planner availability)
 - client can request additional walk through(s)
 - this walkthrough does not include initial walkthrough when touring venue(s) prior to booking a venue
- work with venue and client to create final floor plan

Coordination Services (6 weeks - Wedding Day):

- coordinate with vendors prior to the wedding
 - distribute the timeline, parking/load in instructions, venue policies, special client instructions, and the floor plan to vendors prior to the wedding day (4-6 weeks prior to wedding day)
 - collect signed copies of the venue's policies and protocols from all vendors and provide these documents to the venue (when applicable)
 - confirm arrival time, start time, and strike time of vendors per their contracts
 - inquire about final payments and balances due prior to or on the day of the wedding
 - review all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - receive copies of vendor's insurance policies (aka COIs) & signed venue rules, when necessary, and provide them to the venue
- 1 hour of coordination service for ceremony rehearsal
- oversee production side of your wedding day from set-up to clean-up & everything in-between
 - including but not limited to:
 - manage vendor setup and breakdown at the ceremony and reception sites
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
 - work with the other vendors to ensure everything is running smoothly and according to plan
 - organize and distribute all personal flowers to the wedding party, family members, and special guests
 - line up wedding party for ceremony
 - cue bride(s), groom(s) and wedding party, for special events (i.e. grand entrance,

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- first dance, etc.)
- ensure payment of vendor tips and balances
- oversee breakdown and clean up at the end of the ceremony / reception
- ensure all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- work with the other vendors to problem solve efficiently and quietly, should anything unexpected arise
- provide an emergency Bridal Kit with items that are handy for both you, your guests, and vendors
- event insurance (covers the coordinator, coordination assistants, & the coordinator's property)