

Planning Maid To Order Wedding Packages

Because each client is different, we are more than happy to customize a package that best suit your needs. Call or email us today to schedule a consultation to determine how we can be of service to you.

Full Service Planning and Coordination

- *Unlimited consultation time*
- *Unlimited telephone and email*
- *Budget preparation and monitoring*
- *Vendor referrals*
- *Unlimited visits to identify ceremony and reception sites*
- *Unlimited visits to vendors*
- *Unlimited site visits and walk-thru*
- *Schedule and attend all vendor meetings*
- *Contract review*
- *Event design, theme, and décor development*
- *Arrange catering and cake tasting*
- *Accompany bride to select wedding dress and final fitting*
- *Accompany groom to select wedding attire*
- *Assistance with selection and ordering invitations, programs, etc*
- *Review of guest list for addresses and title etiquette*
- *Manage RSVPs*
- *Etiquette advice*
- *Assistance with seating and table arrangements*
- *Arrange hotel room blocks*
- *Assistance with choosing attendant gifts*
- *Contact and coordinate all final details with vendors*
- *Prepare wedding day timeline*
- *Wedding rehearsal direction*

Pricing: *Fee is 20% of total wedding budget under \$100,000, budgets under \$100,000 the fee starts at \$5,500.*

Partial Service Planning and Coordination

- Up to six in-person consultations
- Budget preparation and monitoring
- 2 Site Visits of ceremony and reception location
- Vendor referrals and provide questions for the couple to ask vendors
- Contract review
- Event design, theme, and décor advice
- Assistance with selection of Save the dates, invitations, programs
- Review of guest list for address and title etiquette
- Etiquette advice
- Music selection advice
- Assistance with seating and table arrangements
- Arrange hotel room blocks
- Contact and coordinate all final details with vendors
- Prepare wedding day timeline
- Wedding rehearsal direction
- Includes "Day Of" Services

Pricing: Fee is \$2,800

Month Before Planning and Coordination

- 1 consultation meeting
- Unlimited telephone and email
- Site visit of ceremony and reception location
- Assure wedding stationery is complete
- Music selection advice
- Assistance with seating and table arrangements
- Etiquette Advice
- Contact and coordinate all final details with vendors
- Prepare wedding day timeline
- Wedding rehearsal direction
- Contains all "Day Of" Services

Pricing: Fee is \$1,850. You must schedule 4 weeks before wedding.

Week of Coordination

For couples who have four weeks or less but still have loose ends. We will step in and help you find the remaining vendors, create a wedding day timeline, coordinate your rehearsal, wedding and reception. This package can be booked up to 2 weeks out, subject to coordinator availability.

- Unlimited consultations via phone/email

- *Creation of Day-of itinerary*
- *Wedding Site walk-through with vendors*
- *Review wedding plans and add suggestions*
- *Final vendor confirmations and directions for the day*
- *Direct wedding rehearsal*
- *Collection of any wedding items at rehearsal to be brought/set up on your wedding day.*
- *Includes "Day Of" Coordinating Services*

Pricing: Fee is \$1,200.

"Day Of" Coordination

- *1 consultation meeting*
- *Unlimited consultations via phone/email*
- *Arrive early to ensure that set-up is correct*
- *Receive deliveries and greet vendors*
- *Cue music for ceremony*
- *Assist wedding party*
- *Supervise wedding ceremony*
- *Proper placement of guest seating place cards, favors, etc.*
- *Wedding programs, bubbles, petals, cameras etc.*
- *Supervise reception*
- *Assist DJ/MC*
- *Supervise and communicate with vendors*
- *Personal assistant to the Bride and Groom*

Pricing: Fee is \$975. You must schedule 2-3 weeks before wedding.

Coordinate Rehearsal, Wedding and Reception

- *Two-hour conference to review wedding plans and offer recommendations*
- *Budget assistance*
- *Preparing a detailed planning timeline*
- *Additional time may be arranged at an hourly rate*
- *Assist DJ/MC*
- *Follow-up calls to all vendors to confirm details*
- *Ensure vendors provide services as requested*
- *Ensure set-up is correct*

Pricing: Fee is \$850.

Hourly Consultations

Do you have questions? If so, schedule an appointment with us or maybe you need a coordinator to run a few errands for you! Email or give us or call at any time.

Pricing: \$95/hour- there is a two hour minimum on hourly consulting.

Budget Package

Need a push in the right direction.

- *Investigate and refer specific vendors/sites for the wedding and reception*
- *Descriptions, availability and pricing provided*
- *Create a wedding timeline*
- *Develop a wedding day schedule for bride and groom*

Pricing: Fee is \$500.

A la Carte Services

- *Personalized Vendor List for your event*
- *Creation of place cards, invitations, itineraries*
- *Development of itinerary, timeline and handout to all vendors*
- *Preparation of welcome gift and/or baskets for your guests*
- *Concierge Services to help with the "extras"*
- *Venue Tours*
- *Budget Analysis and Review*

Pricing: Services quoted are based on your needs; each item typically cost about \$250-\$300 each.

****\$350 required for each additional assistant, if necessary, (excluding full service package).
Additional services required will increase price.****