

Enchanted Weddings & Events

Partial Planning & Coordination \$2,195

"Partial Planning & Coordination" is perfect for couples that want to be involved but need extra support. We start working with you *immediately upon booking*. We offer guidance with your vendor selection, timeline etc. This package allows for more one on one time and lots of perks! Ensuring every detail is covered, right up to your special day!

- Coordinator and one Assistant for Ceremony & Reception
- Attend face-to-face meetings with clients.
- Unlimited Email and phone consultations.
- Coordinate vendor meetings and one venue walkthrough appointment.
- Provide a 6mos to do list for a planning reference
- Provide preferred vendor list
- Assist & review all vendor contracts.
- Assist with décor and theme
- Create a timeline for ceremony & reception.
- Create a floor plan
- Contact all vendors prior to the event to ensure they are familiar with the timeline, floor plan and responsibilities.
- Accept vendor deliveries (cater, cake, rentals etc.)
- Issue Management, our team will handle any unexpected issues on site
- Décor items in our inventory are included for your use. (Card box, cake stand, cake knife, easels, table numbers, votives etc.)
- Set up and Breakdown, ensure setup of décor, centerpieces, favors etc.
(Exclusion: arrange or assemble clients live florals, DIY photo backdrops, Arches or electronics)
- Coordinate timeline for the flow of the reception with vendors
- Distribute final payments and gratuity to vendors.
- Organize Late Night Cleanup -First in last to leave!
- Coordinator for Ceremony Processional
- Coordinate setup & Breakdown for Ceremony decor

Attend & Coordinate Rehearsal \$100

Additional 2nd ceremony offsite \$300

Additional staffing fee for over 150-200 \$200

Additional staffing fee for over 200-250 \$200

Non-Refundable Deposit \$600