

Enchanted Weddings & Events Full Planning & Coordination \$5,595

This is our ultimate package for the busy couple! We will be by your side the entire decision-making process from selecting the perfect venue to hiring vendors, negotiating contracts and décor planning. You can enjoy your engagement without having to worry about all the details!

- Coordinate & Attend Venue meetings, walkthrough appointments
- Attend face-to-face meetings with clients.
- Unlimited Email and phone consultations.
- Monthly check in call or meeting.
- Provide a 6mos to do list for a planning reference
- Coordinator and one assistant for the ceremony and reception
- Assist with Ceremony & Reception Venue Selection
- Negotiate and book vendor contracts
- Assisting with Budgeting
- Provide preferred vendor list
- Assist & review client vendor contracts
- Assist with décor, theme, and color selection
- Assist with hotel room blocks with Better Together Travel.
- Create a timeline for ceremony & reception.
- Assist with seating chart assignment & escort/meal cards
- Create a floor plan
- Contact all vendors prior to the reception to ensure they are familiar with the timeline, floor plan and responsibilities.
- Accept vendor deliveries (cater, cake, rentals etc.)
Ensure complete setup of décor, linens, centerpieces, favors etc.
(Exclusion: arrange or assemble live florals, DIY photo backdrops, Arches or electronics)
- Issue Management, our team will handle any unexpected issues.
- Décor items in our inventory are included for your use. (Card box, cake stand, cake knife, easels, table numbers, votives etc.)
- Coordinate timeline with vendors for the flow of the reception.
- Distribute final payments and gratuity to vendors.

- Organize Late Night Cleanup –First in Last to leave!

Ceremony

- Coordinator for Ceremony Processional
- Coordinate setup & breakdown for the Ceremony
- Attend & Coordinate Rehearsal

Additional 2nd ceremony offsite \$300

Additional staffing fee for over 150-200 \$200

Additional staffing fee for over 200-250 \$200

Non-Refundable Deposit \$1,200

EnchantedFloridaWeddings.com

727-512-7379

Christine@EnchantedFloridaWeddings.com