



# This and That

## EVENT SERVICES

### Premium Package...Partial Planning *with* Day of Coordination

Starting @ \$1600

**\*Day of Hours On-Site: 10 hours**

**One Lead Planner and One Assistant Coordinator** (If guest count is over 175 add \$250 for 2<sup>nd</sup> assistant)

*You need some help, but you're not sure how much. You're busy with work and life, but are very creative and have lots of help from family & friends. We meet with you, talk about your vision, and create a design plan for you to follow. We provide you with vendor referrals matching your budget (we've seen them in action and know who's good and who's still working on it..) You will take care of most of the details in between the first and last month. (we are available via phone & email to assist and guide along the way)*

- Access to Preferred Vendors List & Applicable Discounts
- **Venue Selecting Process** – Will help find your venue and go along to site walks.
- **Vendor Management**
- On-Site Walk Through to Discuss Event Logistics **3-4 Pre-Planning Meetings Total**
- **Design Meeting: We create the entire event design together with you and set you up with a plan to follow in the months leading up to your wedding.**
- Troubleshoot Event Details [ie: delivery/p-u times, site access times, parking, power, etc]
- Set-Up of Limited Personal Décor \*some restrictions apply.
- **Table Mock-Up \*florals not included**
- **Scaled Layout of Reception**
- **Online Planning Tools** – Budget Tracker, Payment Calendar, Timeline, Notes, etc.
- ACCESS to T&T's Inventory of Food, Dessert, and Beverage Display Items
- **Assistance w/ (2) errands or projects (ie: p/u of smaller items, tax returns, wedding projects)**

### Ceremony Management

**(If ceremony and reception are at different venues there will be an additional charge.)**

- Discuss Processional in Detail
- Review Family Seating/Ushers
- Choreograph Entry/Exit of Bridal Party & Bride
- Rehearsal Assistance (1hr max)
- Line-Up & Coordinate Bridal Party Day Of- Queue Music

### Reception Management

- Customize Timeline/Event Flow
- Run Timeline [ensure everyone is where they are supposed to be when they are supposed to be]
- Ensure Vendors Follow Through w/Contracted Services
- Pack-Up Gifts, Personal Items & Décor, Help Load Vehicles \*overtime charges may apply

## Event Breakdown Management

- Make Sure Everything Goes Back To The Right Person
- Ensure Deadline is Met; to Avoid Potential Overtime Charges by Venue & Other Vendors.
- Hand Out Final Payments & Gratuities