



2019 Pricing Guide

Always & Forever

Month of Coordination /& Event Management
(Includes Vendor Selection Process)



Best for: The bride who has overseen details of planning the wedding herself and now wishes to turn over all of the final details and logistics the month of and vendor coordination to a professional;

Month Of Coordination & Event Management (Package Includes Vendor Selection Process)

Pricing: \$2,000.00

(an additional 7.25% sales tax will apply)

Before Your Wedding Day, we will provide...

Vendor Selection Process:

- Customized budget according to your spending goals
- Tracking of deposits, payments due and final balances

Customized Wedding Website

- Assistance with event design, theme, and décor concept development.
- Recommendations and selections on all vendors, as well as scheduling and attending vendor appointments
 - Obtaining & contracting all vendors contracts & negotiations to optimize pricing
 - Reviewing of all vendor contracts and monitoring of all vendor obligations
- Determination of availability and negotiation of discount rates for hotel room blocks

Customized Wedding Binder

Before Your Wedding Day, we will provide...

Unlimited meetings, phone calls, and emails to plan and evaluate all wedding details

- Personalized Bridal Party Newsletter distributed via email on a quarterly base
- Customized Beyond the Veil Wedding Checklist (Emailed)
- Contact & Confirm all vendors contract details (deliveries, set-up times, any pick-ups or returns, etc.)
- Liaison with all contracted vendors to clear up any misunderstandings and verify all wedding day needs
- Visit to both the ceremony and reception sites prior to wedding
- Meeting with reception venue coordinator and caterer to discuss wedding day itinerary
- **30 Day Out Couples Dinner**
- Development of a detailed wedding timeline, itinerary and floor plan for contracted vendors and the bridal party
- Follow up telephone calls to the contracted vendors 1-2 weeks before the wedding day and day before
- Advice for wedding day etiquette and protocol
- Pickup of all personal items for the Wedding Day from the family and transporting them to the ceremony and reception venue
- Wedding Rehearsal supervision and coordination



On Your Wedding Day, we will provide...

- On-site coordination and supervision at the ceremony site and during the reception on the day of your wedding
 - Address any issues that may arise during on the Wedding Day
- Hiring an additional assistant(s) when needed, determined by the size of the wedding
 - Detailed wedding day timelines for wedding vendors, venue and banquet staff
- Set up and breakdown of nominal decorations and personalized items for ceremony and reception
 - Supervision of all vendor delivery and set up on day of wedding at ceremony and reception site, as well as any interference, needed
 - Assist bride and wedding party in dressing room prior to ceremony
 - Organization and distribution of all personal wedding flowers
 - Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit

On Your Wedding Day, we will provide...

- Coordination and timing of ushers, house party, attendants, bride and groom
 - Assistance with photographer order of pictures after the ceremony
- Transport of personal items (and even flower arrangements) from the ceremony to the reception
- Bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception (items provided by client or catering company)
 - Coordination of presentation of the bride and groom and bridal party
- Coordination & presentation of the bride & groom and all announcements of events (first dance, champagne toasts)
- Monitoring of specially requested photographs and videography during the reception
 - Supervision of bride and groom exit and passing out exit favors to guests

After Your Wedding Day, we will provide...

- Pickup and return of all personal items to the clients at the end of the evening or at arranged date.
 - Return of all rental items including cake boards, linens, furniture, easels, etc.
- Check up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering

Plus all the Sweet Details in between...

Additional Items Can be added off of our A La Carte Menu.