

# ENVISION *the* MOMENT

## WEDDING PACKAGES



### Acquaintances

*Day of Coordination*  
starting at \$1,250

The "Acquaintances" package is the ideal choice for the bride who has meticulously planned every detail but desires a helping hand to ensure a seamless execution on the big day.

- UP TO 8 HOURS INCLUDED
- 1 LEAD PLANNER, 1 ASSISTANT
- COMMUNICATION 30-DAYS OUT
- INITIAL MEETING TO GO OVER ANY EVENT DETAILS THAT HAVE BEEN PRE-ESTABLISHED
- 2 REMOTE MEETINGS
- WEDDING DAY ITINERARY, APPROVED BY THE BRIDE.
- INTERACTION WITH ALL VENDORS 30-DAYS OUT TO SCHEDULE ARRIVAL TIMES AND ADDRESS ANY PRE-EVENT LOGISTICS
- POINT OF CONTACT FOR ALL VENDORS 30-DAYS OUT
- COORDINATION OF THE WEDDING REHEARSAL, CEREMONY AND RECEPTION
- SET-UP AND BREAKDOWN OF VENUE AND FLOOR PLAN
- DISTRIBUTE FINAL PAYMENTS/GRATUITY

### Work Besties

*Partial*  
starting at \$1,950

Our "Work Besties" package is the perfect blend of collaboration and support for those who want a hands-on role in planning but also want besties to share the workload.

#### EVERYTHING INCLUDED IN THE ACQUAINTANCES PACKAGE PLUS:

- UP TO 12 HOURS INCLUDED
- 1 LEAD PLANNER, 1 ASSISTANT
- UNLIMITED COMMUNICATION
- 3 REMOTE MEETINGS
- CENTERPIECE AND DECOR CONSULTATION
- VENDOR NEGOTIATION/CONTRACT FOR UP TO 4 VENDORS
- VENDOR CONTRACT REVIEW
- ONE MONTH OUT ON-SITE VENUE WALK-THROUGH WITH THE BRIDE TO EVENT MAP

### BFF's

*Full Service*  
starting at \$2,950

With our "BFF" package we go beyond event planning to become your best friends. We're not just planners; we're your confidantes, your partners in crime, and your steadfast allies throughout the entire process.

#### EVERYTHING INCLUDED IN THE WORK BESTIES PACKAGE PLUS:

- UNLIMITED HOURS OF COORDINATION
- 2 LEAD PLANNERS
- 4 MEETINGS
- FULL EVENT DESIGN AND STYLING
- VENUE SELECTION AND SITE VISITS
- PERSONALIZED BUDGET CREATION AND MANAGEMENT
- VENDOR NEGOTIATION AND CONTRACT FOR ALL VENDORS
- CONSULTS ON ANY WEDDING DAY ACTIVITIES - TASTINGS, VENDOR CONSULTATIONS AND DRESS FITTINGS
- OUT OF TOWN GUEST SERVICES
- PRINT AND MAILING OF INVITATIONS
- RSVP MANAGEMENT
- SEATING PLAN ASSISTANCE

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Envision the Moment  
EVENTS

Contact us

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## WEDDING PACKAGES

SERVICES	ACQUAINTANCES	WORK BESTIES	BFF'S
INITIAL MEETING TO GO OVER PRE-EST. DETAILS	✓	✓	✓
1 LEAD PLANNER, 1 ASSISTANT	✓	✓	✓
UP TO TO 8 HOURS INCLUDED	✓	✓	✓
COMMUNICATION 30-DAYS OUT	✓	✓	✓
2 MEETINGS	✓	✓	✓
WEDDING DAY ITINERARY	✓	✓	✓
INTERACTION WITH ALL VENDORS INVOLVED	✓	✓	✓
POINT OF CONTACT	✓	✓	✓
COORDINATION OF REHEARSAL/CEREMONY/RECEPTION	✓	✓	✓
VENUE SET-UP AND BREAKDOWN	✓	✓	✓
DISTRIBUTE VENDOR TIPS/GRATUITY	✓	✓	✓
UP TO TO 12 HOURS INCLUDED		✓	✓
UNLIMITED COMMUNICATION		✓	✓
3 MEETINGS		✓	✓
CENTERPIECE AND DECOR CONSULTATION		✓	✓
VENDOR NEGOTIATION FOR UP TO 4 VENDORS		✓	✓
VENDOR CONTRACT REVIEW		✓	✓
ONE MONTH OUT ON-SITE VENUE WALK-THROUGH		✓	✓
2 LEAD PLANNERS			✓
4 MEETINGS			✓
UNLIMITED HOURS OF COORDINATION			✓
FULL EVENT DESIGN AND STYLING			✓
VENUE SELECTION/SITE VISITS			✓
PERSONALIZED BUDGET CREATION/MANAGEMENT			✓
VENDOR NEGOTIATION FOR ALL VENDORS			✓
CONSULTS ON ANY WEDDING DAY ACTIVITIES			✓
OUT OF TOWN GUEST SERVICES			✓
INVITATIONS			✓
RSVP MANAGEMENT			✓
SEATING PLAN ASSISTANCE			✓

STARTING AT  
**\$1,250**

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**\$1,950**

STARTING AT  
**\$2,950**