

An Elegant Event

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Event Services

◆ **Consultation:**

The initial “get acquainted” consultation is free of charge and generally lasts no more than 30 minutes. This is your opportunity to ask me questions and make sure that An Elegant is the right fit for you. It is crucial that you find someone that will not only accomplish your goals for your wedding day, but whose personality is a fit as well.

Further consultations are an opportunity for us to get together and discuss your visions of your wedding as well as your expectations and needs on your wedding day and/or rehearsal dinner.

◆ **Vendor Recommendations:**

With over 10 years of experience, I have contacts with many vendors (photographers, DJ’s, linen companies, hotels, hair and make-up artists etc.). I would be more than happy to offer vendor recommendations that will share your vision. As member of the **Association of Bridal Consultants**, I often receive a discounted rate from vendors. Please be assured that any savings will be passed on to you.

◆ **Day of Event Planner/Coordinator:**

During our consultations, we will discuss the day of your wedding in great detail to find out where help is most needed. There is no set limit as to what services are offered on the day of your wedding. There may also be many small details that you may not have thought of: Will the petals on the runner get caught up in your dress?, Will the room be the correct temperature?. I will also create a Vendor Contact List and detailed time schedule for the event.

◆ **Fee Structure:**

Many consultants charge a percentage of the total cost of your wedding or charge an hourly fee that they will not disclose until you have made an appointment for a consultation. An Elegant Event operates on an *ala carte*/hourly basis and is based on an hourly charge of \$50. By being able to choose what services you want and the amount of time you would like help, you have more control over your budget.

Pearl Package

- ◆ 2 In-Person Consultations
- ◆ Contact Vendors to exchange contact information
- ◆ Review Vendor Contracts
- ◆ Act as point person for all vendors
- ◆ Create Master Contact list with all vendor information
- ◆ Create Master Timeline for your wedding
- ◆ 4 hours of service on your wedding day (services may include):
 - Ensure bridal party is on time for ceremony
 - Confirm rooms are ready for ceremony & reception
 - Ensure ceremony décor is set up
 - Confirm that ushers know where to seat guests (if applicable)
 - Organize bridal party for processional

\$500.00

Platinum Package

- ◆ 2 In-Person Consultations
- ◆ Contact Vendors to exchange contact information
- ◆ Review Vendor Contracts
- ◆ Act as point person for all vendors
- ◆ 2 hours of services for your rehearsal dinner including, but not limited to:
 - Help organize processional/rehearsal w/officiant
- ◆ Create Master Contact list with all vendor information
- ◆ Create Master Timeline for your wedding
- ◆ 8 hours of service on your Wedding Day (services may include):
 - Ensure make-up and hair are on schedule
 - Make sure vendors arrive and are set up on time
 - Ensure that wedding party has flowers
 - Keep track of videographer's hours
 - Keep track of photographer's hours
 - Ensure bridal party is on time for ceremony
 - Confirm rooms are ready for ceremony & reception
 - Make sure ceremony décor is set up
 - Make sure ushers know where to seat guests (if applicable)
 - Organize bridal party for processional
 - Distribute tips/final payments

\$900.00

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