

## Wedding Day Services

included with packages

### Wedding Rehearsal (typically 1 hour)

- ✓ unlimited contact via email & phone (call or text)
- ✓ coordinate ceremony schedule
- ✓ distribute detailed itinerary to wedding party, family, attendants
- ✓ collect/coordinate final payments to vendors
- ✓ collect personal wedding day items

### Ceremony Setup & Coordination (typically 2 hours)

- ✓ distribute bouquets & pin boutonnieres
- ✓ direct vendors to setup
- ✓ distribute final payments/gratuities to vendors
- ✓ oversee setup of ceremony to ensure commitments are fulfilled
- ✓ setup ceremony decor not handled by vendors
- ✓ direct attendants with program & seating distribution
- ✓ line up & cue wedding party for ceremony
- ✓ give marriage license to officiant & ensure wedding rings are present
- ✓ cue musicians for entrance of processional
- ✓ collect all personal wedding items & gifts, ensure delivery to reception site or designated person

### Wedding Day (all day)

- ✓ unlimited contact via email & phone (call or text)
- ✓ additional assistant coordinators, 1 included (TBD if necessary)
- ✓ manage flow & timing of ceremony & reception (until end of formalities)
- ✓ liaison between wedding party, family, guests & vendors
- ✓ use of Bridal Emergency Kit

### Cocktail Hour & Reception Setup & Coordination (typically 6 hours)

- ✓ setup all reception decor not handled by vendors
- ✓ manage vendor setup of reception & ensure commitments are fulfilled
- ✓ bustle wedding gown
- ✓ line up & cue wedding party for grand entrance
- ✓ cue entertainment & photo/video for important events
- ✓ cue bride & groom for important events
- ✓ maintain & coordinate timeline for all events during reception
- ✓ stay in communication with banquet staff to ensure things are running smoothly

## Partial Planning Package

investment starts at \$4000

For the couple that wants to be part of the planning process, but needs a professional's assistance. You create your perfect day and make the big decisions that fit your vision, while we provide a helpful hand, experience, guidance, and a little wedding magic!

- ✓ up to six 1-hour client/planner scheduled meetings
- ✓ up to five 1-hour vendor meetings with client & planner (client's choice of vendors)
- ✓ unlimited contact via email
- ✓ monthly email "check-ins" to ensure planning is running smoothly & on track
- ✓ general planning checklist
- ✓ topic-specific checklists
- ✓ event design, theme & decor assistance
- ✓ etiquette advisement assistance
- ✓ assistance with wording of all stationery
- ✓ vendor contract review
- ✓ review current budget, assist with necessary adjustments or cost cutting suggestions
- ✓ food & beverage selection assistance
- ✓ floorplan creation
- ✓ detailed wedding day itinerary
- ✓ confirmation of vendor itineraries: delivery dates & times, quantities, etc.

## Event Day Management Package

investment starts at \$2000

For the DIY couple or the bride that wants to plan her day, but relax on it. You handle the planning and we'll coordinate the details, so you can truly enjoy all your hard work and celebrate!

- ✓ up to three 1-hour client/planner scheduled meetings
- ✓ unlimited contact via email
- ✓ monthly email "check-ins" to ensure planning is running smoothly & on track
- ✓ general planning checklist
- ✓ etiquette advisement, as requested
- ✓ assistance with wording of all stationery
- ✓ vendor contract review
- ✓ confirmation of vendor arrangements: delivery dates & times, quantities, etc.
- ✓ detailed wedding day itinerary
- ✓ detailed itinerary sent to all vendors for review

## Micro or Mini Wedding Planning Package

investment starts at \$500

Has the recent pandemic caused you to think twice about how you want to celebrate your best day ever? This package allows you to create a more intimate affair that is safer for you and your guests, but just as lovely.

### Micro Wedding

*a traditional ceremony with few guests only*

### Mini Wedding

*a traditional ceremony with few guests & limited reception of formalities only*

- ✓ up to four 1-hour client/planner/vendor scheduled meetings
- ✓ unlimited contact via email
- ✓ monthly email "check-ins" to ensure planning is running smoothly & on track
- ✓ general planning checklist
- ✓ event design, theme & decor assistance
- ✓ etiquette advisement, as requested
- ✓ assistance with wording of all stationery
- ✓ vendor contract review
- ✓ review current budget, assist with necessary adjustments or cost cutting suggestions
- ✓ food & beverage selection assistance
- ✓ floorplan creation
- ✓ detailed wedding day itinerary
- ✓ confirmation of vendor arrangements: delivery dates & times, quantities, etc.
- ✓ detailed itinerary sent to all vendors for review

## Multi-Celebration Event Planning Package

investment starts at \$6000

Have your cake and eat it too! Start your life together now with a small and safe celebration, then let's really party for your first anniversary! This package combines the Micro or Mini Wedding Planning Package now, then includes all the services of the Partial Planning Package for your big reception one year later.

- ✓ planning & coordination of mini or micro wedding in 2021
- ✓ locks in our services for your first anniversary date, one year later
- ✓ planning & coordination of wedding in 2022

## Additional Services

available as an add-on to any packages

✓ RSVP tracking	\$1-3 per
✓ favor assembly (cost of supplies not included)	\$3-5 per
✓ invitations assembly & mailing (postage not included)	\$3-5 per
✓ welcome baskets/bags assembly & delivery (cost of supplies not included)	\$15-30 per
✓ additional client/planner meeting, 1 hour	\$100 per
✓ additional day-of assistant coordinator(s) (by request or necessity)	\$150 per
✓ food & beverage selection	\$100
✓ floorplan creation	\$100
✓ invitation/stationery design & wording	\$200
✓ budget management (tracking of all proposals, invoices, payments & due dates)	\$300
✓ event design, theme & decor assistance	\$400
✓ end of event clean up	\$600
✓ rehearsal dinner location research, selection, setup & coordination	\$600
✓ day-after brunch location research, selection, setup & coordination	\$600

Celebrate by Cece is always open to discuss additional services or assistance beyond this list that the client may require; fees may be incurred.