



Ceremony Set-up Package: (\$50 - \$150)

This package is ideal for the couple that has planned their own wedding ceremony and wants to be certain that all those important details are carried out according to your specifications. Our professional staff is ready take care of all these details so that you, your family and guests can enjoy this special day. This package is especially important for ceremonies that will take place in a private home or public location (i.e. park).

Package includes:

- ♥ Initial Consultation (always free)
- ♥ Initial meeting to discuss location, set-up, special instructions and obtain vendor information from the bridal couple
- ♥ Includes a meeting with the bridal couple, at the ceremony location, approximately 1 month before the event to finalize all details
- ♥ One coordinator will be present for up to two hours prior to the ceremony to ensure a proper set up
- ♥ Manage ceremony set-up includes – placement of chairs, floral arrangements, programs, etc. Oversee all details and ensure everything is in place and perfect
- ♥ Meet with vendors on the morning of your event and receive all deliveries.
- ♥ Coordinator will be the first point of contact for the vendors on the day of your event.
- ♥ Manage any last minute details or changes before the ceremony

Rehearsal and Ceremony Package: (\$200 - \$350)

This package covers everything having to do with the *rehearsal* and *ceremony*.

Package includes:

- ♥ Initial Consultation (always free)
- ♥ *Everything from the "Ceremony Set-up" package above*
- ♥ Coordinate the rehearsal with the officiant (if the officiate is not available on rehearsal day, we will run the rehearsal and brief the officiant on the details immediately the next day)
- ♥ Assist the bride and groom with corsages, boutonnieres, gown, veil, etc
- ♥ Cue the bridal party for processional
- ♥ Attend to all guests arriving late and seat them without any interruption to your ceremony
- ♥ Manage any last minute details or changes prior to and during the ceremony





Reception Set-up Package: (\$75 - \$200)

For the couple that has planned their wedding reception at a location where there is not a coordinator/supervisor to manage and coordinate the set up (i.e. a private home, a public park, etc). This package is a must to ensure that all the vendors arrive on time and set-up according to the couple's specifications.

Package includes:

- ♥ Initial Consultation (always free)
- ♥ Initial meeting to discuss location, set-up, special instructions and obtain vendor information from the bridal couple
- ♥ Includes a meeting with the bridal couple at the reception location approximately 1 month before the event to finalize all details
- ♥ One coordinator will be present for up to two hours prior to the reception to ensure a proper set up
- ♥ Manage reception set-up includes – placement of tables, place settings, gift tables, guest book, floral arrangements, DJ/band, etc. Oversee all details and ensure everything is in place and perfect
- ♥ Meet with vendors on the morning of your event and receive all deliveries.
- ♥ Manage any last minute details or changes before the reception

Reception Package: (\$525 - \$750)

Package includes:

- ♥ Initial Consultation (always free)
- ♥ *Everything from the "Reception Set-up" package above*
- ♥ A meeting to discuss budget, a "wish list" and vendor information
- ♥ Personalized checklist, timeline and schedule for your event
- ♥ Coordinate the reception – Oversee reception festivities to be sure it runs smoothly according to the bridal couple's wishes. We will step in wherever necessary to ensure a flawless event
- ♥ Vendor liaison– We will be the liaison for all your vendors throughout your reception. *"Happily Ever After"* will be the first point of contact for these vendors to address any questions/issues so they may be resolved quickly and accurately. This will ensure a smooth flowing event and most importantly allows you to enjoy this wonderful celebration
- ♥ Manage and solve any last minute details or changes prior to and during the reception





Storybook Package: (\$250 - \$400)

This package is perfect for the bride and groom who know what they want, but are not sure where to go for the answers. We will work with you and provide you with our wide range of vendors and other services.


Package includes:

- ♥ Personal meetings with the bride and groom and any others assisting with the planning process
- ♥ Phone calls/emails for questions and answers throughout the planning process
- ♥ A list of vendors that seem to be appropriate to your style and budget
- ♥ Personalized checklist, timeline and schedule for your event
- ♥ Advice on customs, etiquette and traditions

Fairytale Package: (\$750 - \$1200)

For the couple that has most of the details planned and would like the security of additional assistance on the day of the wedding to ensure a successful and beautiful event.

Package includes:

- ♥ Initial Consultation (always free)
 - ♥ *Everything from the "Storybook Package" above*
 - ♥ Initial meeting to discuss location, set-up, special instructions and obtain vendor information from the bridal couple
 - ♥ A meeting with the bridal couple, at the ceremony and reception locations, approximately 1 month before the event to finalize all details.
 - ♥ Budget assistance, if needed
 - ♥ Vendor confirmation - telephone call or personal meeting with each vendor to confirm the date, time, contact information and other details of your event
 - ♥ Review of vendor and location contracts
 - ♥ A detailed itinerary for wedding party and vendors
 - ♥ Creating a floor plan for the layout of the ceremony and reception
 - ♥ Assistance with rehearsal agenda & ceremony outline if needed
 - ♥ Assistance with reception agenda for toasts, cake cutting, first dance, etc, if needed
 - ♥ Complete onsite coordination of rehearsal, ceremony and reception
 - ♥ Coordinate the rehearsal with the officiant (if the officiate is not available on rehearsal day, we will run the rehearsal and brief them on the details immediately the next day.)
 - ♥ Orchestrate the processional and recessional
 - ♥ Meet with vendors on arrival and receive deliveries
 - ♥ Manage ceremony set-up – placement of chairs, floral arrangements, programs, etc. Oversee all details and ensure everything is in place and perfect
 - ♥ Manage reception set-up – placement of tables, place settings, gift tables, guest book, floral arrangements, DJ/band, etc. Oversee all details and ensure everything is in place and perfect
 - ♥ Assist the bride and groom with corsages, boutonnieres, gown, veil, etc on wedding day
 - ♥ Cue the bridal party for processional
 - ♥ Attend to all guests arriving late and seat them without any interruption to your ceremony
 - ♥ Coordinate the reception – Oversee reception festivities to be sure it runs smoothly according to the bridal couple's wishes. We will step in wherever necessary to ensure a flawless event
 - ♥ Vendor liaison– We will be the liaison for all your vendors throughout the entire day. *"Happily Ever After"* will be the first point of contact for these vendors to address any questions/issues so they may be resolved quickly and accurately. This will ensure a smooth flowing event and most importantly allow you to enjoy this special moment in your life
 - ♥ Manage and solve any last minute details or changes throughout the day
 - ♥ Distribute final payments to vendors on behalf of the bridal couple
- 



Ever After Package: (\$2650 - \$3200)

This package is designed for the couple who desires the wedding of their dreams without the stress or frustration that may arise in the planning process - a must for the working couple.


Package includes:

- ♥ Initial Consultation (always free)
- ♥ *Everything from the "Storybook Package" above*
- ♥ *Everything from the "Fairytale Package" above*
- ♥ A meeting to discuss budget, dreams and desires (your "wish list for the perfect day") ideas for wedding scheme – color, decoration, etc. At this meeting we will also develop a time line schedule to follow from then until the wedding day.
- ♥ Unlimited consultation hours – by phone, email or personal meetings
- ♥ Research and assistance securing location for ceremony and reception
- ♥ Research and assistance hiring all wedding vendors
- ♥ Up to 3 location and vendor visits
- ♥ Assistance with compiling your guest list
- ♥ Personal reminders for "Save the Date" cards and "Formal Invitations"
- ♥ Assist in selection of hotel accommodation and blocking rooms for your guests (up to 3 hotels)
- ♥ Maintain RSVP guest list with detailed information, in addition to any other important information for thank you notes, etc
- ♥ Assistance with table assignments and or place cards
- ♥ Create rehearsal agenda & ceremony outline
- ♥ Create reception agenda for toasts, cake cutting first dance, etc
- ♥ Maintain RSVP guest list – Your guests will send RSVP cards directly to "*Happily Ever After*" where we will keep detailed information for your thank you notes, etc. "*Happily Ever After*" will also answer any questions from guests regarding the event.
- ♥ Attend to wedding party and special guests throughout the wedding day
- ♥ Transport items from ceremony to reception
- ♥ Box left over wedding cake and pack all accessories, centerpieces, extra favors, toasting glasses, etc.
- ♥ Retrieve all wedding gifts and deliver to appropriate destination (local deliveries only)
- ♥ Return items to vendors - (i.e. cake hardware, vases, rental suits, etc)

Custom Package: (Prices vary)

The above packages are a sampling of the services we provide. If you do not see the perfect package for your needs, we will be happy to work with you to create the ideal package – designed to match your dreams and your budget!





A La Carte Services for Weddings: (\$25 per hour)

This is perfect if you just need a little advice or assistance with a specific task for your event. Perhaps you just need help getting started or maybe there are a few things that you simply don't have the time to do – let us take care of it for you! The services are listed by category “Pre-Wedding”, “Wedding Day” and “After Wedding”. The *a la carte* services are as follows:

Pre-Wedding:

- ♥ Prepare wedding checklist, time line and schedule – a personalized checklist, timeline and schedule for your event.
- ♥ Budget assistance – Help with setting up and sticking to a budget. Includes easy ways to save money and some creative ways to pay for your event.
- ♥ Location Search – Assistance in finding the perfect location (churches, hotels/casinos, parks, private homes, golf courses/country clubs, etc) for rehearsal dinner and/or ceremony and/or reception
- ♥ Researching, securing & negotiating with vendors – Assistance in finding, negotiating and booking vendors such as caterer, florist, baker, etc.
- ♥ Accommodations for out of town guests – Set up room blocks at up to 3 hotels for out of town guests. We will also assist in finding transportation from the hotel to the wedding site
- ♥ Vendor confirmation - telephone call or personal meeting with each vendor to confirm the date, time, contact information and other details of your event
- ♥ Review of site and vendor contracts – Read through the contracts the bride and groom have arranged to be certain that each is fair and that nothing has been inadvertently left out.
- ♥ Advice on traditions, customs & etiquette – everything from wording for invitations, where should the “Maid of Honor” stand to thank you notes and much more
- ♥ Compile detailed itinerary for wedding party and vendors – a detailed itinerary to let everyone know what will happen on your wedding day. The who, when and where questions and answers will be provided in this itinerary
- ♥ Establish rehearsal agenda & ceremony outline
- ♥ Plan reception agenda for toasts, cake cutting first dance, etc
- ♥ Maintain RSVP guest list – guests will send RSVP cards directly to “*Happily Ever After*” where we will keep detailed info for thank you notes, etc. “*Happily Ever After*” will also answer any questions from guests regarding the event
- ♥ Assist with preparation and mailing of thank you cards


Wedding Day

- ♥ Deliver wedding attire to ceremony site
- ♥ Pack all accessories – left over cake, centerpieces, extra favors, toasting glasses, etc
- ♥ Retrieve all wedding gifts and deliver to appropriate destination (local deliveries only)
- ♥ Transport items from ceremony to reception

After Wedding Day

- ♥ Mail wedding announcements – we will mail pre-addressed and pre-stamped announcements so you don't have to
- ♥ Return items to vendors – (i.e. cake hardware, vases, rental suits, etc)
- ♥ Deliver wedding attire to cleaners for preservation

Additional Assistant Coordinators

- ♥ Additional assistant coordinators are available at \$300 per day – includes all meetings and time spent preparing for the event, as well as the day of the wedding.
- 



Special Event Packages

Party Package: (\$350 - \$650)

This package is designed for rehearsal dinners, baby and bridal showers, brunches, birthday, retirement parties, banquets and much more. Services include: budget assistance, location and vendor search and booking, and complete onsite coordination of the party.

Package includes:

- ♥ Initial Consultation (always free)
- ♥ Initial meeting to discuss budget, your “wish list” and vendor information
- ♥ Includes a meeting with the host at the party location approximately 1 month before the event to finalize all details
- ♥ One coordinator for up to two hours prior to the party to ensure a proper set up
- ♥ Manage set-up – placement of tables, place settings, gift tables, guest book, floral arrangements, DJ/band, etc. Oversee all details and ensure everything is in place
- ♥ Meet with vendors on arrival and receive deliveries
- ♥ Handle any last minute emergencies before the event
- ♥ Coordinate event – oversee party festivities to be sure it runs smoothly according to the host’s wishes. We will step in wherever necessary to ensure a flawless event
- ♥ Vendor liaison– We will be the liaison for all your vendors throughout the party. *“Happily Ever After”* will be the first point of contact for these vendors to address any questions/issues so they may be resolved quickly and accurately. This will ensure a smooth flowing event and most importantly allow you to enjoy this special moment in your life
- ♥ Manage and solve any last minute details or changes throughout the day

Reunion Package: (\$200 - \$400)

Ideal for family and class reunions. Include a banquet or party in your reunion plans and get a special discount on both packages!

Package includes:

- ♥ Initial Consultation (always free)
- ♥ Budget assistance, if needed
- ♥ Location search and booking
- ♥ Assist in selection of hotel accommodation room blocks (up to 3 hotels)
- ♥ Detailed itinerary for family members or classmates and vendors
- ♥ Activity planning (up to 3 separate activities)

