

chantilly lace

WEDDINGS

EVENT PLANNING & COORDINATION PRICING & INFO



FULL PLANNING

SERVICE STARTS IMMEDIATELY

\$7000

- Initial kickoff meeting
- Venue selection assistance
- Access to our exclusive Preferred Vendor List
- Vendor selection assistance
- Mood board & styling guidance
- Investment & budget guidance
- Gratuity guide
- Service starts at the time of booking
- Custom Planning Portal, which includes:
 - Planning checklist for step-by-step guidance
 - Budget Management
 - Guest List Management
 - Electronic RSVP
 - Personal wedding website
 - Style guides and inspiration boards
 - Seating chart arrangement
- Immediate access to our exclusive planning tools.
- Venue Walkthrough
- Guest experience ideas
- Room block assistance
- Vendor contract review
- Rental & Decor management
- Manage vendor communications on your behalf
- In-person & virtual meetings, typically 1-2 per month.
- Unlimited emails
- Personalized wedding day or weekend timeline creation
- Creation and Execution of Weather Plan
- Ceremony & Reception Floor Plan layout
- 3D floor plan layout (upon request, \$250 additional cost)
- Arrange, coordinate and attend vendor meetings
- Confirm arrival time, load-ins, setup & breakdown for all vendors
- Transportation scheduling
- Hair & Makeup scheduling
- Ceremony rehearsal coordination for bridal party and family
- Licensed Lead Planner + assistant onsite for the full day.
 - Services on Day of include:
 - Day-of decorating & floor plan execution for ceremony and reception
 - Weather plan execution
 - Access to our Emergency Wedding Kit filled with: sewing kit, first aid supplies, makeup remover, bobbie pins, safety pins, frequently used OTC medications, lint rollers, and much more.
 - Inventory of rentals at delivery and pickup
 - Ensure vendors follow the timeline to provide an excellent experience for you and your guests
 - Coordination of all guests and wedding party
 - Handle any unforeseen circumstances on your behalf
 - Distribute vendor tips
 - Package all personal items & gifts at the end of the event
 - Direct breakdown per venue guidelines



PARTIAL PLANNING

SERVICE STARTS 6 MONTHS PRIOR TO YOUR WEDDING DATE
\$5000

- Initial kickoff meeting
- Access to our exclusive Preferred Vendor List
- Gratuity guide
- Custom Planning Portal, which includes:
 - Planning checklist for step-by-step guidance
 - Budget Management
 - Guest List Management
 - Electronic RSVP
 - Personal wedding website
 - Style guides and inspiration boards
 - Seating chart arrangement
- Immediate access to our exclusive planning tools.
- Venue Walkthrough
- Guest experience ideas
- Vendor contract review
- Rental & Decor management
- Manage vendor communications on your behalf
- In-person or virtual meeting per month.
- Unlimited emails
- Personalized wedding day timeline creation
- Creation and Execution of Weather Plan
- Ceremony & Reception Floor Plan layout
- Confirm arrival times, load-ins, setup & breakdown for all vendors
- Transportation scheduling
- Hair & Makeup scheduling
- Ceremony rehearsal coordination for bridal party and family
- Licensed Lead Planner + assistant onsite for the full day.
 - Services on Day of include:
 - Day-of decorating & floor plan execution for ceremony and reception
 - Weather plan execution
 - Access to our Emergency Wedding Kit filled with: sewing kit, first aid supplies, makeup remover, bobbie pins, safety pins, frequently used OTC medications, lint rollers, and much more.
 - Inventory of rentals at delivery and pickup
 - Ensure vendors follow the timeline to provide an excellent experience for you and your guests
 - Coordination of all guests and wedding party
 - Handle any unforeseen circumstances on your behalf
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DAY-OF COORDINATION

SERVICE STARTS 12 WEEKS PRIOR TO YOUR WEDDING DATE
\$3000

- Initial kickoff meeting
- Access to our exclusive Preferred Vendor List
- Gratuity guide
- Immediate access to our exclusive planning tools.
- Rental & Decor management
- Manage vendor communications on your behalf
- 2 virtual meetings
- Unlimited emails
- Personalized wedding day timeline creation
- Creation and Execution of Weather Plan
- Ceremony & Reception Floor Plan layout
- Confirm arrival times, load-ins, setup & breakdown for all vendors
- Ceremony rehearsal coordination for bridal party and family
- Licensed Lead Planner + assistant onsite for up to 12 hours on day-of.
 - Services on Day of include:
 - Day-of decorating & floor plan execution for ceremony and reception
 - Weather plan execution
 - Access to our Emergency Wedding Kit filled with: sewing kit, first aid supplies, makeup remover, bobbie pins, safety pins, frequently used OTC medications, lint rollers, and much more.
 - Inventory of rentals at delivery and pickup
 - Ensure vendors follow the timeline to provide an excellent experience for you and your guests
 - Coordination of all guests and wedding party
 - Handle any unforeseen circumstances on your behalf
 - Distribute vendor tips
 - Package all personal items & gifts at the end of the event
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PETITE COORDINATION

SERVICE STARTS 12 WEEKS PRIOR TO YOUR WEDDING DATE
SPECIFIC FOR SMALL WEDDINGS, 30 PEOPLE OR LESS
\$2000

- Initial kickoff meeting
- Access to our exclusive Preferred Vendor List
- Gratuity guide
- Immediate access to our exclusive planning tools.
- Rental & Decor management
- Manage vendor communications on your behalf
- 2 virtual meetings
- Unlimited emails
- Personalized wedding day timeline creation
- Creation and Execution of Weather Plan
- Ceremony & Reception Floor Plan layout
- Confirm arrival times, load-ins, setup & breakdown for all vendors
- Ceremony rehearsal coordination for bridal party and family
- Licensed Lead Planner + assistant onsite for up to 12 hours on day-of.
 - Services on Day of include:
 - Day-of decorating & floor plan execution for ceremony and reception
 - Weather plan execution
 - Access to our Emergency Wedding Kit filled with: sewing kit, first aid supplies, makeup remover, bobbie pins, safety pins, frequently used OTC medications, lint rollers, and much more.
 - Inventory of rentals at delivery and pickup
 - Ensure vendors follow the timeline to provide an excellent experience for you and your guests
 - Coordination of all guests and wedding party
 - Handle any unforeseen circumstances on your behalf
 - Distribute vendor tips
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REHEARSAL DINNER OR WELCOME PARTY

THIS IS ONLY OFFERED AS AN ADD-ON TO A PLANNING OR COORDINATION PACKAGE
BASED ON PARTY SIZES OF 100 OR LESS

\$3000

- Initial kickoff meeting to discuss your party goals
- Access to our exclusive Preferred Vendor List
- Gratuity guide
- Immediate access to our exclusive planning tools.
- Rental & Decor management
- Vendor sourcing & management for up to 7 vendors. Additional vendors are \$160 each.
- Venue walkthrough
- Virtual meetings
- Unlimited emails
- Personalized wedding day timeline creation
- Creation and Execution of Weather Plan
- Ceremony & Reception Floor Plan layout
- Confirm arrival times, load-ins, setup & breakdown for all vendors
- Ceremony rehearsal coordination for bridal party and family
- Licensed Lead Planner + assistant onsite for up to 8 hours on day-of.
 - Services on Day of include:
 - Day-of decorating & floor plan execution for ceremony and reception
 - Weather plan execution
 - Access to our Emergency Wedding Kit filled with: sewing kit, first aid supplies, makeup remover, bobbie pins, safety pins, frequently used OTC medications, lint rollers, and much more.
 - Inventory of rentals at delivery and pickup
 - Ensure vendors follow the timeline to provide an excellent experience for you and your guests
 - Coordination of all guests and wedding party
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ADDITIONAL SERVICES

- Venue walkthrough \$300 per hour
- Extra Consults, 1hr \$160 each
- Additional Labor Hours \$300 per hour
- Rehearsal Coordination \$300 per hour
- Floor Plan Layout \$250
- 3D Floor Plan Layout \$250
- Full Flip Team \$1000
- Transportation Scheduling \$160
- Hair & Makeup Scheduling \$160
- Planning Portal Access \$500



THINGS TO NOTE

A 20% holiday fee is applied to any event scheduled for a holiday (i.e. Easter, Independence Day, Thanksgiving, Christmas Eve, Christmas Day, NYE, New Years Day, etc.)

Sales tax is added to all contracts.