

With Love, Event Services

Unconditional Love Collection

(Full Planning)
Starting at \$4599

The unconditional love package is the ultimate Full wedding planning package available. It includes over 150 hours of planning and everything a bride and groom would need help with including event styling, a la carte extras such as additional face to face planning meetings and consults, wedding party styling services, assembly/packaging of wedding invitations and many more. This package is all that every bride and groom would need to get through their wedding planning journey. Includes wedding rehearsal, rehearsal dinner, Day of event management.

MONTHS BEFORE

- Initial consultation session
- Unlimited phone, text and email communication
- *At least* six face to face planning sessions throughout the process
- Assistance with preparing and maintaining a comprehensive wedding budget, tracking deposits and payment schedules
- Providing a detailed planning checklist via online cloud based platform
- Join the couple for site visits and assist with selecting and booking the ceremony and reception venues (travel fees not included)
- Assistance with design: determining a color palette, theme and style of the wedding via mood board or Pinterest Board.
- Provide guidance on wedding trends and etiquette
- Assist with bride and groom attire and accessorizing, if desired
- Assist with bridal party attire (shopping and styling)
- Provide recommendations for suitable vendors based on style and budget, schedule and attend meetings with bride + groom, review contracts and assist with negotiation, and take care of all communication throughout the planning process. With Love, will act as the liaison between vendors and the bride + groom
- Rental selections and sourcing of any decor items that are not found through rental companies
- Planning and coordinating with design related vendors (linens, florist, etc) to ensure a consistent look and feel

- Assist with the selection of save the dates, invitations, place cards/escort cards, table numbers, programs, menus, and other day of details, etc. With Love, can provide custom design, printing, and assembly of all wedding details to ensure a cohesive look and feel – *additional costs associated*
- Provide guidance for wording etiquette for various printed pieces (save the date, invitation, menus, programs, etc.)
- Assist with the selection of wedding favors. With Love, can also design custom favors – *additional costs associated*
- Tracking RSVPs and list of guests that will be attending
- Assist with ceremony planning
- Assist with setting up hotel blocks for out of town guests
- Assist with sourcing welcome bags/boxes. With Love, can design and assemble custom welcome bags/boxes – *additional costs associated*
- Schedule and book transportation for out of town guests, family, and the bridal party
- Advise on menu planning, as well as scheduling and attending the tasting with the caterer and bride + groom
- Provide and help with maintaining spreadsheets for tracking guest list, RSVPs, guest table assignments (and meal choices if applicable), shot list for the photographer, and a list of songs you wish the DJ to play or *not* play, etc.
- Assist with rehearsal dinner planning, design, and coordination

MONTH OF THE WEDDING

- Create a detailed wedding day timeline and contact list for all vendors
- Send timeline to all vendors 2-3 weeks prior to wedding date and receive confirmation from all vendors.
- Set up and lead a final site walk-through with all necessary vendors
- Final planning meeting with the bride + groom to go over all final details

WEEK OF THE WEDDING

- Collect any wedding items that are being provided by the bride + groom that are to be set up on the wedding day, such as candles, favors, toasting flutes, serving pieces, guest book, etc.
- Collect final payments and gratuities, from the bride + groom, for vendors that will be passed out by With Love, Event Services on the wedding day (checks to be placed in separately marked envelopes)
- Final confirmation of all details and vendor arrival times
- Send out final version of the day-of timeline and contact list if there were any changes made after the final meeting with the bride + groom
- Assemble welcome bags, if applicable, and deliver to the hotel(s) to be placed in guest rooms

- Coordinate ceremony rehearsal with the officiant and bridal party
- Coordinate the rehearsal dinner, if needed

WEDDING DAY

- Attend and assist with directing the wedding ceremony
- Review rentals upon arrival
- Receive any other deliveries and greet all vendors
- Work closely with the catering staff and all vendors to ensure the set-up is done according to all vendor contracts and the planned design
- Ensure transportation is coordinated properly and on time
- Provide access to our emergency kit (stain remover, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, Static Guard, sewing kit, and much more)
- Set up all day-of details such as signage, escort cards, table numbers, menus, favors, etc
- Work closely with the photographer/videographer to ensure all details are captured
- Distribution of final payments and gratuities to vendors
- Oversee that lighting, sound, etc. is set up as planned
- Final check of all guest tables to ensure number of seats and table numbers are as planned
- Work with catering staff (or With Love,) to make sure all candles are lit prior to guest arrival, if applicable
- Cue the DJ/Band/Emcee as necessary for any announcements in order to remain on schedule (bridal party entrance, first dances, speeches, cake cutting, etc)
- The point person for all vendors throughout the setup and during the event should any questions or issues arise
- Assess and manage any last minute challenges
- Oversee the strike (breakdown and cleanup) of the venue at the end of the event
- Collection of any personal items (toasting flutes, guestbook, etc) and gifts and coordinate packing them into the car of a family member or friend that was decided ahead of time
- Coordinate the organization of all items to be picked up by rental companies, florist, etc
- Last to leave the venue

With Love, Event Services

Lots of Love Collection

(Partial Planning)
Starting at \$3699

The lots of love package is perfect for the super busy couple who may not have the time to handle all the details of planning a wedding or for those who simply don't know how to bring their wedding vision to life. In this full planning package includes over 100 hours of services so we can take that pressure off your shoulders by designing the wedding of your dreams from top to bottom while you get to continue living your day to day life. Rehearsal coordination is included in this package.

MONTHS BEFORE

- Initial consultation session
- Unlimited phone and email communication
- *At least* three planning sessions throughout the process
- Assistance with preparing and maintaining a comprehensive wedding budget, tracking deposits and payment schedules
- Providing a detailed planning checklist
- Join the couple for site visits and assist with selecting and booking the ceremony and reception venues (*travel fees not included*)
- Assistance with design: determining a color palette, theme and style of the wedding
- Provide guidance on wedding trends and etiquette
- Assist with bride and groom attire and accessorizing, if desired
- Assist with bridal party attire
- Provide recommendations for suitable vendors based on style and budget, schedule and attend meetings with bride + groom, review contracts and assist with negotiation, and take care of all communication throughout the planning process. With Love, will act as the liaison between vendors and the bride + groom
- Rental selections and sourcing of any decor items that are not found through rental companies

- Planning and coordinating with design related vendors (linens, florist, etc) to ensure a consistent look and feel
- Assist with the selection of save the dates, invitations, place cards/escort cards, table numbers, programs, menus, and other day of details, etc.
- Provide guidance for wording etiquette for various printed pieces (save the date, invitation, menus, programs, etc.)
- Assist with the selection wedding favors. With Love, can also design custom favors – ***additional costs associated***
- Tracking RSVPs and list of guests that will be attending
- Assist with ceremony planning
- Assist with setting up hotel blocks for out of town guests
- Assist with sourcing welcome bags/boxes. With Love, can design and assemble custom welcome bags/boxes – ***additional costs associated***
- Schedule and book transportation for out of town guests, family, and the bridal party
- Advise on menu planning, as well as scheduling and attending the tasting with the caterer and bride + groom
- Provide and help with maintaining spreadsheets for tracking guest list, RSVPs, guest table assignments (and meal choices if applicable), shot list for the photographer, and a list of songs you wish the DJ to play or *not* play, etc.
- Assist with rehearsal dinner planning, design, and coordination

MONTH OF THE WEDDING

- Create a detailed wedding day timeline and contact list for all vendors
- Send timeline to all vendors 3 weeks prior to wedding date and receive confirmation from all vendors
- Set up and lead a final site walk-through with all necessary vendors
- Final planning meeting with the bride + groom to go over all final details

WEEK OF THE WEDDING

- Collect any wedding items that are being provided by the bride + groom that are to be set up on the wedding day, such as candles, favors, toasting flutes, serving pieces, guest book, etc.
- Collect final payments and gratuities, from the bride + groom, for vendors that will be passed out by With Love, on the wedding day (checks to be placed in separately marked envelopes)
- Final confirmation of all details and vendor arrival times
- Send out final version of the day-of timeline and contact list if there were any changes made after the final meeting with the bride + groom
- Coordinate ceremony rehearsal with the officiant and bridal party

WEDDING DAY

- Attend and assist with directing the wedding ceremony
- Review rentals upon arrival

- Receive any other deliveries and greet all vendors
- Work closely with the catering staff and all vendors to ensure the set up is done according to all vendor contracts and the planned design
- Ensure transportation is coordinated properly and on time
- Provide access to our emergency kit (stain remover, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, Static Guard, sewing kit, and much more)
- Set up all day-of details such as signage, escort cards, table numbers, menus, favors, etc
- Work closely with the photographer/videographer to ensure all details are captured
- Distribution of final payments and gratuities to vendors
- Oversee that lighting, sound, etc is set up as planned
- Final check of all guest tables to ensure number of seats and table numbers are as planned
- Work with catering staff (or With Love,) to make sure all candles are lit prior to guest arrival, if applicable
- Cue the DJ/Band/Emcee as necessary for any announcements in order to remain on schedule (bridal party entrance, first dances, speeches, cake cutting, etc)
- The point person for all vendors throughout the setup and during the event should any questions or issues arise
- Assess and manage any last minute challenges
- Oversee the strike (breakdown and cleanup) of the venue at the end of the event
- Collection of any personal items (toasting flutes, guestbook, etc) and gifts and coordinate packing them into the car of a family member or friend that was decided ahead of time
- Coordinate the organization of all items to be picked up by rental companies, florist, etc
- Last to leave the venue

This is an overview of our Lots of Love Full Planning package. We can always provide you with a more customized package

With Love, Event Services

A little Love Collection

**(Month of coordination)
starting at \$1899**

Month of coordinators are full day event managers which consist of 20- 24 hours of service. When we join your team as a coordinator we will manage the logistics of your grand event to make sure that everything that you have spent months planning runs exactly how you dreamed of. We coordinate with vendors, venue staff, family and friends. Communicate the day of agenda or itineraries to vendors to meet strict timelines and schedules to help arrange, organize, and customize each specific wedding occasion.

Transfer your stress to us and we will become your spokesperson and provide you with piece of mind to enjoy your once in a lifetime day. The Month-Of Coordination package is for couples that have done all of their wedding planning, but would like a wedding manager to takeover during the month of their wedding. Our job will be to step in and execute your plan so you can enjoy the process of getting married. This package includes a 1 hour wedding rehearsal.

MONTHS BEFORE

- Initial consultation session
- Unlimited phone and email communication
- One site walk-through to establish the event style and determine the flow
- Provide guidance on wedding trends and etiquette
- Provide online cloud based tracking of guest list, RSVPs, guest table assignments (and meal choices if applicable), shot list for the photographer, and a list of songs you wish the DJ to play or *not* play, etc.
- Weekly check-ins to make sure the planning is on track

MONTH OF THE WEDDING

- Create a detailed wedding day timeline and contact list for all vendors
- Send timeline to all vendors 2 weeks prior to wedding date and receive confirmation from all vendors

WEEK OF THE WEDDING

- Collect any wedding items that are being provided by the bride + groom that are to be set up on the wedding day, such as candles, favors, toasting flutes, serving pieces, guest book, etc.
- Collect final payments and gratuities, from the bride + groom, for vendors that will be passed out by With Love, on the wedding day (checks to be placed in separately marked envelopes)
- Final confirmation of all details and vendor arrival times
- Send out final version of the day-of timeline and contact list if there were any changes made after the final meeting with the bride + groom
- Coordinate ceremony rehearsal with the officiant and bridal party

WEDDING DAY

- Attend and assist with directing the wedding ceremony
- Review rentals upon arrival
- Receive any other deliveries and greet all vendors
- Work closely with the catering staff and all vendors to ensure the setup is done according to all vendor contracts and the planned design
- Ensure transportation is coordinated properly and on time
- Provide access to our emergency kit (stain remover, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, Static Guard, sewing kit, and much more)
- Set up all day-of details such as signage, escort cards, table numbers, menus, favors, etc
- Work closely with the photographer/videographer to ensure all details are captured
- Distribution of final payments and gratuities to vendors
- Oversee that lighting, sound, etc is set up as planned
- Final check of all guest tables to ensure number of seats and table numbers are as planned
 - Work with catering staff (or the With Love, team) to make sure all candles are lit prior to guest arrival, if applicable
- Cue the DJ/Band/Emcee as necessary for any announcements in order to remain on schedule (bridal party entrance, first dances, speeches, cake cutting, etc)
- The point person for all vendors throughout the setup and during the event should any questions or issues arise
- Assess and manage any last minute challenges
- Oversee the strike (breakdown and cleanup) of the venue at the end of the event
- Collection of any personal items (toasting flutes, guestbook, etc) and gifts and coordinate packing them into the car of a family member or friend that was decided ahead of time
- Coordinate the organization of all items to be picked up by rental companies, florist, etc
 - Last to leave the venue

This is an overview of our Month-Of Coordination package.