



Classy Planning Package: (Day of Coordinator) \$850.00

1. Confirm final details with vendors prior to wedding day. Make sure that all vendors have Prestigious Event's contact information. Send vendors a copy of the final timeline.
2. Receive deliveries
3. Oversees proper set-up
4. Assistance with set up of ceremony venue and reception venue to client's exact specifications if needed. Planner reserves to make minor changes if necessary.
5. Greeting and oversight of vendors
6. Assist with distribution and printing of corsages and boutonnieres, as needed
7. Direct flow of guest for ceremony and reception, all guest relations
8. Oversee gifts/card collection
9. Assistant with the rehearsal, processional, recessional. Day before the wedding.

10. Insure all vendors complete clean up on time
11. An additional \$100.00 when amount of guest exceed 150

Sophisticate Planning Package: (Partial Planning)

\$1,400.00

1. Initial free-meeting with bride and groom budget and theme consultation.
2. Unlimited meeting by way of face-to-face, SKYPE, or phone
3. Set up of all venue/vendor appointments
4. Budget creation, oversight and maintenance
5. Checklist for bride and groom
6. Vendor find/pre-interview if needed/match, including pricing and contract for all needed vendors
7. Internet research for best pricing for wedding-related items
8. RSVP tracking
9. Creation of seating chart, with assistance of client
10. Consultation for invitation, stationery and favor selection, if needed
11. Assistance with ceremony planning, as needed
12. Space design (floor plan) in conjunction with clients, if needed
13. Assistance with securing a room block for out of town guest
14. Attend and oversee rehearsal, processional, recessional and related items with the input of the officiate based on client's desires
15. Preparation and dissemination of checklist, timeline and itineraries
16. Classy Planning Package

Prestigious Planning Package (Complete Planning)

\$1,800.00

1. Sophisticated Planning Package
2. Classy Planning Package
3. Assistant with Planning of the rehearsal dinner
4. Assistant with planning bridal shower and Bachelor/Bachelorette parties.

After the event:

While no clean-up or janitorial services are included in this quote, Planner will oversee the breakdown and clean up done by others to be sure it is done in a timely and complete manner. Further, Planner will pack up wedding related items and arrange to get them to the person or persons designated by the client.

Payment Specifics:

50% of total fee as non-refundable retainer due at signing of services agreements and final payment due two weeks prior the day of the event. There is no penalty for early payment. Payment may be made in cash or by check.

At Prestigious Events, we make the planning, coordination and execution of your wedding a fun, seamless and unforgettable journey.

Susana Del Cid
Wedding and Event Coordinator
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