



Elle M Events

planning and design

Wedding Coordination - \$2650

Service begins 4-6 weeks from wedding date and includes:

- A. Serve as wedding consultant for ideas, suggestions, questions, etiquette from day of signing contract.
- B. Unlimited communication via phone and email, 1 face-to-face final meeting.
- C. Provide wedding countdown checklist
- D. Provide preferred vendor referrals and recommendations
- E. Contract negotiations using wedding planner discounts
- F. Full vendor management
- G. Develop and distribute wedding day timeline to wedding party and vendors
- H. Coordination and direction of rehearsal (1 hour), ceremony and reception
- I. Up to 10 hours on site for the wedding day to include:
 - A lead wedding coordinator and one assistant coordinator
 - Oversee proper setup and breakdown of ceremony and reception sites
 - Distribution of final payments and/or gratuities on wedding day

Something in Between - \$2950

Service begins at signing of contract contract, includes full wedding coordination (above), plus the following lettered service.

- A. 2 face-to-face planning sessions (initial consultation to cover all wedding details and final venue walkthrough)

Partial Planning - \$4300

Service begins at signing of contract contract, includes full wedding coordination, plus your choice of 1 of the following lettered services (to include services nested below each).

- A. 3 face-to-face planning sessions (initial, mid-way and final) **or planner to attend 3 vendor meetings
 - Development and tracking of budget
 - Manage vendor search for up to 5 vendors
 - Provide vendor recommendations based on budget
 - Confirm vendor availability
 - **Arrange and attend up to 3 vendor meetings in selected categories of your choice
- B. Wedding design development - Assistance and implementation to include:
 - Detailed floor plans and layouts of all event spaces
 - Access to EME decor for weddings (vases, candles, table numbers, etc)
 - Participation of rental/decor selection
 - Full mock up of table design and settings if necessary
- C. Invitation assistance
 - Provide design options to best suit your wedding theme
 - Provide printing options and vendor recommendations
 - Addressing, stuffing, sealing and mailing invitations
 - Tracking RSVPs
- D. Welcome bag assistance (includes design, preparation and delivery to hotels)
 - Provide design options to best suit your wedding theme
 - Preparation of bags
 - Delivery to hotels

Full Service Planning - \$6400

Service begins at signing of contract, includes all services listed above plus:

- A. Unlimited access to lead planner in person for meetings

Additional Services - Pricing provided as requested, phone consultation required

- A. Rehearsal dinner planning, coordination and design development
- B. Venue search
- C. Any service can be provided à la carte