



1000 STORIES

Event Planning & Coordination

PLANNING & COORDINATION PACKAGE A*

Full Service Planning & Coordination

Assistance and guidance in every aspect of client's wedding
Schedule your FREE Consultation for pricing and receive a special offer

Pre-Event Planning

Up to 13-months of planning. Create initial wedding budget estimate and management

Set up personalized web site with a customized, month-by-month planning timeline. Here we will share ideas, communicate tasks, to-do lists, tracking expenditures, hosting the guest list and RSVPs, set floor plans and seating charts

Schedule and attend venue tours; aid in selection and negotiate contract

Collaborate on style, theme and colors for design concept

Research vendors for ceremony and reception and set up initial meetings: venue(s), rentals, caterer, bakery, florist, invitations, photographer, reception DJ/entertainment, officiant, dress/attire, make-up and hair, hotel and transportation

Review vendor contracts and confirm details for client. Place and confirm rental orders, dates, quantities and layouts

Attend food tasting and assist with menu selection (if needed)

Arrange hotel accommodations for clients and out of town guests as needed. Arrange transportation and manage logistics

With client input, create comprehensive wedding day itinerary

Unlimited emails, texts, phone calls and messages on website for advice and support throughout the entire planning process. Prior to rehearsal, up to 10 meetings in person with clients and vendors

Event Day Coordination

Facilitating the rehearsal for up to 2 hours

Communicate timeline to bridal party and parents (including a full list of contact names and numbers)

Event day on-site coordination and

Directing the ceremony processional

Overseeing vendor set up of both ceremony and reception

Managing the timeline of the day

Handling final payments and gratuities as needed or requested

Cue the grand entrance, first dance, cake cutting, bouquet and garter toss

One Assistant Coordinator

Coordinator will have a "Wedding Day Emergency Kit" on hand

Layout programs, guest book and pen, table numbers, favors, seating charts and any special items for sweetheart table and cake table

Ensure gifts and personal items are loaded into the assigned family vehicle

Return rental attire the following day (if needed)

*Packages are priced based on average size wedding (up to 150 guests and up to 14 in the bridal party), up to 10 vendors and within 60 miles round trip. Additional charges may apply for larger events. Packages cannot be altered, but additional services may be added (see separate page of options/pricing)