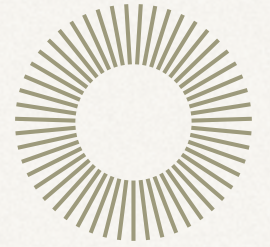


PLANNING PACKAGES

LET'S PLAN, SO YOU CAN PARTY!

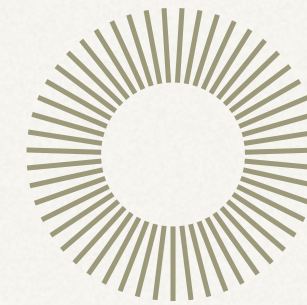


WHO OUR PROCESS WORKS BEST FOR:



1. Couples who want to have a professional **guide them** through the planning process, but **enjoy having a hand** in the details.
2. Couples who have a vision of what they want their wedding day to look like, but need and desire some **help from an expert** in bringing it all together.
3. Couples who **trust the process**, and are excited to **trust US** with guiding them through that process.
4. Couples who want to host an **awesome party**, for ALL to enjoy **(Including themselves)**.

WHAT MAKES US DIFFERENT?



- We value what's important to YOU **over anything else! No exceptions.**
- We understand how stressful it can be to plan a wedding for the **first time**, without intricate knowledge of the industry. **We have been there!**
- Things come up and **life comes first**. We'll work with you to figure out the best path forward!
- We consider what's **best for YOU** in the process, not what looks best in a magazine or on Instagram.
- We believe that **all couples are unique** and their weddings should be too! We aim to showcase **your personality** in your wedding design.



DAY OF COORDINATION



This package is for the couple who has completed most of their planning and is looking for a Wedding Day Coordinator to execute their vision and carry those plans out. This package will allow our couples to relax and be a guest at their own wedding!

Starting at \$950



DAY OF COORDINATION: THE DETAILS



- 2-3 Meeting Sessions (in person or video) – one of which will be the venue walkthrough. We want to learn your wedding vision inside and out!
- Complete **wedding day management** and day-of execution for up to 12hrs.
- Wedding Vendor Recommendations
- Review all your vendor contracts as needed to understand exactly what will be arriving day-of.
- Venue walk-through to go over the details and logistics of the wedding day.
- Identify any missing pieces to the wedding day that may have been missed but are essential to run smoothly.
- Unlimited contact via email from the time of contract. Any phone calls, meetings, and or video chats need to be pre-scheduled ~ We are always here for you!
- Monthly email check-ins to ensure discussed details are going as planned, no matter how far out you book us – listen, we are in this together!
- Timeline creation and wedding day “game plan” distributed to all vendors. – we keep everyone in check! An ironclad timeline is what we are known for!
- Vendor management – we will coordinate with all contracted **wedding vendors** listed on your DMS vendor form by confirming their arrival times, getting insurance info, meal counts, confirming services booked, and any other important details, at least 1 week or more prior to the wedding.
- Greet **wedding vendors** and be the point of contact on the day of your wedding ~ this way no one is bothering you with any questions or concerns!

DAY OF COORDINATION: CONTINUED

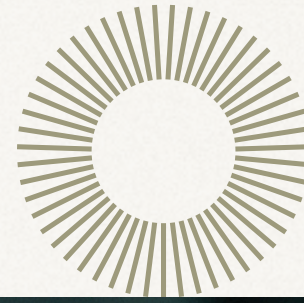


- Cross-check venue set up, making sure ceremony and reception are set to perfection. Fixing any errors that may come up.
- Distribute bouquets & pin corsages to the bridal party & family members.
- Remind the Best Man, Maid of Honor, Parents, and honored guests when its time to give their speeches.
- Assist with bridal party and family for photographs ~ things could get crazy and they may need some guidance, we will be there to help if needed.
- Set-up and styling of all wedding elements ~ this is key to having your vision come to life! (seating cards, favors, guest books, table numbers, photo booth props, DIY elements, etc.)*
- Direct ushers with seating and program distribution & cue ceremony musicians.
- Professional Day of Wedding Coordinator onsite for up to 12 hours of wedding day management ~ every wedding includes (1) wedding coordinator.
- Distribute final payments & gratuities as needed to vendors ~ you won't have time to do this as you will be too busy having the best day of your life!
- Retain the marriage license for the officiant / Give the Best Man the rings for the ceremony.
- Retrieve wedding gifts/cards ~ we will monitor the flow of the card box and personally hand the cards to you at the end of the night.
- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle.

FULL PLANNING

Professional assistance from the moment you say "Yes!" all the way through to "I Do!" This package is designed for the couple who wants to give the reigns over to an expert. Think of us as your guide, we'll be there every step of the way!

We'll be with you throughout the entire planning process. You're involved (because your wedding should be what YOU want), but in a way that allows you to actually relax and enjoy being engaged while we take on the grunt work.



Starting at \$2,300

FULL PLANNING: THE DETAILS



- “Takeover ” begins **immediately upon booking.**
- Sourcing & procurement of all vendors **completely handled by us**, including contract review and negotiations on your behalf.
- **Complete vendor management**, including general communication as well as **scheduling, attending and conducting** all vendor meetings.
- Development, planning and complete execution of your **custom wedding design.**
- **Budgeting guidance**
- Additional **onsite venue meetings** as needed.
- **Unlimited** email communication and scheduled calls/video meetings.
- Support in selecting your **wedding-day attire** and **styling of the wedding party.**



WANT TO WORK TOGETHER?

Fill out our contact form and get scheduled for a discovery call. On the call, we'll get to know you and ask some questions about your planning process thus far.

At the end of our call, we'll either be a perfect match and we'll extend an invitation to work with us as a Loves Office couple, or if we're not a match - that's totally okay too! We'll point you in the right direction for another way to achieve your wedding goals.

