



EVENTS BY BELLA

Full Service Planning & Design

Unlimited Phone & Email Access

Full Planning and Design Consultation (2-4 hrs)

Coordinate all Rentals

Vision Board for Decór Planning!

Sole point of contact for all vendors

Negotiate & review all contracts **before** signing

Budget Allocation and Tracking

Complete Stationery Assistance

Personalized wedding website

RSVP management & tracking

Men's attire fittings

Schedule & Attend Catering Tasting

Element Design - Including but not limited to: Favors, colors, ceremony space, reception space, lighting, layout etc.*

Decoration coordination and vendor arrangements as necessary

Detailed floor plan for ceremony & reception provided to venue

Venue scouting and procurement for in and out of state*

Set up and break down service for all decorations**

Planning Timeline To Do List's

Introduction to M.K. Designs (Custom Designed Wedding Dress!) Exclusive to Events by Bella!*

Vow Worksheets

Let the festivities begin!

Comprehensive Day-of itinerary execution and coordination

Complimentary Rehearsal planning and attendance

Complimentary Finalize the floor plan with designer and venue

Complimentary Conduct final walk-through with venue and make vendor introductions

Complimentary Finalize event timeline and review with all vendors

Complimentary Provide VIP service on-site, catering to event and clients needs

Complimentary Act as day-of contact for all vendors and venue (to ensure that clients are not bothered)

Complimentary Manage schedule for client and other VIP's (such as parents and wedding party)

Complimentary Act as consultant to wedding party for last minutes questions, schedule, processional order, etc.

Complimentary Assist clients with coordination for photos (time, location, people involved, etc.)

Complimentary Confirm delivery, proposal placement and design of rental and additional décor elements

Complimentary Confirm floral décor is arranged as per clients' wishes

Complimentary Ensure all wedding day stationary is properly displayed and distributed

Complimentary Manage vendor schedules and liaison with caterer to ensure proper dining experience for guests

Complimentary Manage seating arrangement contingency plan for last minute guest additions or cancellations

Complimentary Alert all key vendors (including photographer, videographer, venue, etc.) before significant events, such as: special dances, speeches, cake cutting, etc

Complimentary Attend to any outstanding or last minute payments

Complimentary Make sure bride and groom only have ONE point of contact where we act as gatekeeper

**Additional fees may apply*

*** Does not include chairs or tables for any of our services. We will arrange for venue or rental company to complete this.*