



EVENTS BY BELLA

Planning & Design Breakdown

2018 Pricing

Packages Details	<u>Full Service Planning*</u>	<u>Classic Planning</u>	<u>Weekend Planning</u>
Unlimited Phone & Email Access	X	<i>12 Weeks prior</i>	<i>4 Weeks Prior</i>
Full Planning and Design Consultation (2-4 hrs)	X		
Coordinate all Rentals	X		
Vision Board for Décor Planning!	X		
Sole point of contact for all vendors	X		
Negotiate & review all contracts <i>before</i> signing	X		
Budget Allocation and Tracking	X		
Complete Stationery Assistance	X		
Personalized wedding website	X		
RSVP management & tracking	X		
Men's attire fittings	X		
Schedule & Attend Catering Tasting	X		
Element Design - Including but not limited to: Favors, colors, ceremony space, reception space, lighting, layout etc.*	X		
Decoration coordination and vendor arrangements as necessary	X		

Detailed floor plan for ceremony & reception provided to venue	X		
Venue scouting and procurement for in and out of state*	X		
Set up and break down service for all decorations**	X		
Planning Timeline To Do List's	X	X	
Introduction to M.K. Designs (Custom Designed Wedding Dress!) Exclusive to Events by Bella!*	X	X	
Vow worksheets	X	X	
Complete Contract & Vendor Review	N/A	X	
Negotiate & retain any outstanding vendors	N/A	X	
Vendor Worksheets	N/A	X	
Coordinate all wedding vendors and become main point of contact	N/A	<i>12 Weeks prior</i>	<i>4 Weeks Prior</i>
Wedding Weekend!			
Comprehensive Day-of itinerary execution and coordination	X	X	X
<i>Complimentary</i> Rehearsal planning and attendance	X	X	X
<i>Complimentary</i> Finalize the floor plan with designer and venue	X	X	X
<i>Complimentary</i> Conduct final walk-through with venue and make vendor introductions	X	X	X
<i>Complimentary</i> Finalize event timeline and review with all vendors	X	X	X
<i>Complimentary</i> Provide VIP service on-site, catering to event and clients needs	X	X	X
<i>Complimentary</i> Act as day-of contact for all vendors and venue (to ensure that clients are not bothered)	X	X	X

<i>Complimentary</i> Manage schedule for client and other VIP's (such as parents and wedding party)	X	X	X
<i>Complimentary</i> Act as consultant to wedding party for last minutes questions, schedule, processional order, etc.	X	X	X
<i>Complimentary</i> Assist clients with coordination for photos (time, location, people involved, etc.)	X	X	X
<i>Complimentary</i> Confirm delivery, proposal placement and design of rental and additional décor elements	X	X	X
<i>Complimentary</i> Confirm floral décor is arranged as per clients' wishes	X	X	X
<i>Complimentary</i> Ensure all wedding day stationary is properly displayed and distributed	X	X	X
<i>Complimentary</i> Manage vendor schedules and liaison with caterer to ensure proper dining experience for guests	X	X	X
<i>Complimentary</i> Manage seating arrangement contingency plan for last minute guest additions or cancellations	X	X	X
<i>Complimentary</i> Alert all key vendors (including photographer, videographer, venue, etc.) before significant events, such as: special dances, speeches, cake cutting, etc.	X	X	X
<i>Complimentary</i> Attend to any outstanding or last minute payments	X	X	X
<i>Complimentary</i> Make sure bride and groom only have ONE point of contact where we act as gatekeeper	X	X	X

A-La-Carte Menu

Venue scouting and procurement for in and out of state*	\$350
Set up and break down service for all decorations**	\$500
Full Planning and Design Consultation (2-4 hrs)	\$500
Negotiate & review all contracts <i>before</i> signing	\$650
Budget Allocation and Tracking Assistance	\$200
Personalized wedding website & RSVP management & tracking	\$250
Schedule & Attend All Tastings	\$250
Element Design - Including but not limited to: Favors, colors, ceremony space, reception space, lighting, layout etc.* Vision Board for Décor Planning! Includes Set up and Breakdown!	\$750
Detailed floor plan for ceremony & reception provided to venue	\$150

*Additional fees may apply
** Does not include chairs or tables for any services. We arrange for venue or rental company to complete this.
Combine more than one A-La-Carte Service and receive \$150 OFF
A-la-carte not available for Weekend Planning Services