



Wedding Packages

Schedule of Services

All of our packages are a guideline for a place to begin with your consulting. If you do not have a need for certain services, we can discuss and remove anything that is not needed or customize your Coordination Plan for you.

The Howdy Ya'll Package

Day of Coordination Package price - \$1300.00

This is the perfect simple "Day Of" package for the organized, detailed bridal couple who have the time and desire to take care of all the wedding planning and details themselves but feel that they need guidance; advice and direction from someone with experience along the way and needs a coordinator to attend and direct the rehearsal, wedding and reception. All packages include a Certified Wedding Coordinator and unlimited phone calls, texts and/or emails.

In-depth Consultation for Final Planning & Guidance Meeting
(scheduled after receipt of signed contract and deposit)

- Review your ideas and vision for the wedding and reception
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your contracted vendors and review services included by each – including an in depth look at the budget.
- Customized task list provided after meeting
- Review Venue selected and discuss floor plan, rain plan and layout/schematic
- Review items included in Venue contract
- Provide customized list of additional items needed
- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize Vendor List and times of deliveries
- Provide detailed timeline and floor plan
- Highlight and discuss items needed to be included in Timeline
- Discuss wedding ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design lineup of wedding party and discuss cueing

Wedding Rehearsal

- Wedding Consultant will attend for one hour (if not available, consultant will provide an alternate)
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties

Wedding Day

- Wedding Coordinator will attend / arriving 6-8 hours prior to wedding start time
- Direct Wedding Ceremony and Reception
- Over see vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- Design, direct and plan bride and grooms exit
- Distribute any remaining payments or gratuities to vendors as needed
- Pin flowers on family and attendants, distribute bouquets and oversee all other floral placements
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Insure all set-up items are in place: toasting glasses, cake cutter, guest book, place cards, photo's
- Box up all remaining cake and prepare to go meal if needed, distribute favors to guests.
- Help gather gifts, personal items and keepsake items into designated vehicles and give to assigned persons

Note:

Included in the basic package are unlimited e-mails and phone calls as needed. Always included in packages: Use of Lisa's Wedding Emergency Kit. One assistant to the coordinator is included with this pricing for events up to 150 guests. Larger weddings will require a third planner/assistant at an additional fee.

Also included in our packages are 50 miles for the Day-Of Coordination. Any mileage over the provided 50 miles will be invoiced at .53 cents per mile.

Included with all Panache Event packages is the use of unlimited portable Wi-Fi (if the need arises) and the Hospitality Restroom Baskets placed in the men's and women's restrooms.

Payment Schedule:

Deposit due with signed Contract - \$675.00

Second Payment – Due 30 days prior to event - \$337.50

Balance Due – Seven (7) Days Prior to Event - \$337.50