



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 Lone Star Package

Comprehensive Full Event/Wedding Planning- Package price - \$4800.00

This is our most popular and comprehensive package. Many clients like the convenience of adding on al-la-carte services to customize this package to fit their needs. In this package we take charge of your event and eliminate all the pressure and stress of designing the perfect flawless day, but with your style and taste in mind. We design the look, schedule and accompany you to appointments, assist with your attire selection, direct the rehearsal and orchestrate a beautiful ceremony and reception down to the last detail. All packages include a Certified Wedding Coordinator and unlimited phone calls, texts and/or emails.

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

- Completion of your bridal profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the wedding and reception
- Review desired locations, options along with pro's and con's of each site
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting
- Arrange and attend all vendor meetings (limit 5 appointments)
- Arrange and attend Venue previews (limit 5 previews)
- Determine your goals for the wedding
- Create a personalized design concept
- Planning, development and management of wedding budget
- Monthly review of budget and revise as needed
- Prepare calendar of payments, deadlines and appointments
- Provide complete wedding planning checklist
- Act as liaison between you and all vendors
- Assist with design of Wedding and Grooms cakes
- Offer Guidance with proper etiquette

- Provide information on obtaining marriage license upon request
- Recommend State of the Art Lighting and Audio applications
- Provide list of accommodations for out of town guests
- Accompany bride and groom to choose attire for the wedding

Midway Planning and Guidance Meeting

- Review Vendors selected for services, review services included by each
- 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
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting
- Vendor follow-up and confirmations
- Review all vendor contracts and discuss
- Review wedding checklist and revise
- Discuss Favors for reception
- Assist with selection, ideas and wording for invitations, programs and save the date cards
- Assist with design and wording of menu cards and place cards
- Assist with design of seating chart

Final Planning and Guidance Meeting with Review of overall Plan

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize vendor list and times of deliveries
- Advise on structure of timeline
- 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
- Design and supply detailed timeline after meeting
- Schedule and attend on-site planning meeting with venue
- Schedule and attend on-site planning meeting with caterer, florist and other vendors
- Design floor plan for reception
- Wedding ceremony consultation, guidance and design
- Rehearsal consultation, suggestions, guidance and design
- Make arrangements to meet with groom and his parents to plan and design rehearsal dinner

Final Walk-through

- Meet at venue to discuss and finalize floor plan, menu and rain plan
- Meet with florist to review plan and design for wedding and reception
- Meet with caterer and bar beverage service to finalize plans

Wedding Rehearsal

- Wedding Consultant will attend for one and one half hours
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties
- Transport items from rehearsal to wedding (size limits apply)

Wedding Day

- Wedding Consultant will attend / arriving 2-3 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

- Transport items from ceremony to reception (size limits apply)
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- Design, direct and plan bride and grooms exit
- Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)

Wedding Day continued

- Distribute any remaining payments or gratuities to vendors as needed
- Assist Florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements
- Bustle bridal gown for reception (must schedule appointment with seamstress)
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons

Note:

Always included in packages: Use of Wedding Emergency kit, and Lisa's Tool Box.

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.

For intensive décor and set-up, more staff may be required. Extra staffing priced upon request.

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 - \$2400.00

Second Payment Due – 90 Days Prior to Event - \$1,200.00

(Due Date of _____)

Balance Due – Fifteen (15) Days Prior to Event - \$1,200.00

(Due Date of _____)

Wedding Budgets in excess of \$50,000.00 require a minimum of 10% planning fee based upon the needs and requirements of the wedding. Fee can be negotiated.

All Scheduled Services by Panache Events will be documented by an hourly time management system and a report will be given to the Bride & Groom each week.