



## 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 Longhorn Package

Month of Coordination Package price - \$1900.00

This is one of our most popular packages for the couple who still would like to plan your own wedding, but you need more guidance and assistance with insuring everything you have envisioned comes together. This package eliminates the stress of selecting the right vendors and adds the fun back into getting married. This package includes everything from The Howdy Ya'll Package plus the attendance at most venue and vendor meetings. All packages include a Certified Wedding Coordinator and unlimited phone calls, texts and/or emails.

In-depth Consultation for Planning and Guidance

(scheduled after receipt of signed contract and deposit)

- Completion of your bridal profile
- High level discussion of your budget and assessment of where you are with it
- Review your ideas and vision for the wedding and reception
- Monthly reminders of your "To Do" list
- Review style, theme, color choices and size of wedding – review of guest list and RSVP's
- Customized task list provided after meeting
- Client will arrange vendor meetings and consultant will attend up to 3 meetings
- Client will arrange venue previews and consultant will attend up to 3 previews
- Offer Guidance with proper etiquette when needed
- Provide information on obtaining marriage license
- ❖ 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**
- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize Vendor List and times of deliveries
- 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

#### • Wedding Rehearsal

- Wedding Coordinator will attend for one hour
- Direct rehearsal flow, advise, 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 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
- Transport items from ceremony to reception (size limits apply) – if necessary
- 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)
- 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 when needed
- 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, 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.

We recommend additional assistants for large events and for events with extensive detail, decorating and set-up requirements. 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 - \$975.00

Second Payment Due – 60 Days Prior to Event - \$487.50

(Due Date of \_\_\_\_\_)

Balance Due – Fifteen (15) Days Prior to Event - \$487.50

## THE LONGHORN NECESSITIES

### A LA CARTE MENU

- Assistants Needed (for multiple sites, large groups)
- Servers/Helpers Needed (babysitters, waiters, cleaning staff)
- Out of Town Guest Accommodation Arrangements and Welcome Gifts
- Online Planner Tools and Website Management with Custom Domain
- Assist with Invitation and Stationery Selections
- Seating Chart, Place and Escort Cards
- Additional Clean-up (Paid hourly prior to event)
- Rehearsal Dinner Coordination
- (\$250/ includes one consultation and vendor selection)
- Day After Brunch
- (\$250/ includes one consultation and vendor selection)
- Concierge Services (Pick-up and Deliveries)
- Programs and Menus
- Favor Displays-Rental Items

General Consultation - \$75.00 per hour