



WEDDING COORDINATION *SERVICES & PACKAGES*



You've been dreaming of this day your whole life. And now you've found your forever. They popped the question and you said yes. Now what? With passion, creative personal touches, dedication & organization, we help turn your vision into reality. We pay close attention to small details and make sure that your wedding day truly reflects who you are as individuals and as a couple. RSVP Weddings creates lasting memories for not only the happy couple, but for all their family and friends

...Just remember, there is no one way to have a wedding – just YOUR way.

RSVP Weddings Owner & Wedding Specialist:


Rachel Wood: (858) 229-6606 or rachel@rsvpsdevents.com

www.rsvpsdevents.com



A Luxury Wedding Affair \$10,000

Enjoy this special time in your life. We will lead the way in planning every single detail for all of your wedding events.

- ✓ 1 hour complimentary consultation to discuss your vision and ideas
 - ✓ Unlimited referrals. We'll research compatible vendors and suggest other event professionals – let us guide you to choose the perfect wedding team!
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- ✓ Unlimited telephone and e-mail communication – Ask us anything!
 - ✓ Coordinate all additional wedding weekend events and activities – dinners, brunches, guest tours, and activities (*up to 3 consecutive days of events*). *Onsite coordination for these additional events will be charged at the hourly rate, with a minimum of 5 hours on site per event.*
 - ✓ Create a wedding website so you can easily relay important information about wedding activities to all attending guests (*client must provide all content*)
 - ✓ Create a "secret" Pinterest board so we can share your vision and ideas
 - ✓ Help you create and maintain a wedding budget. We will also send notification of upcoming payment due dates.
 - ✓ Advice on wedding etiquette and attire
 - ✓ Provide advice and guidance on choosing the perfect venue
 - ✓ Assistance in securing vendors, referred to you based on style criteria
 - ✓ Explanation of all costs and services prior to the signing of contracts
 - ✓ Review and manage contracts of other wedding professionals

- ✓ Based on your style and taste, guide you in the selection of linens, chairs, china, lighting, cake design, décor, rentals, etc – together we'll find the perfect elements!
- ✓ Consult on room design
- ✓ Assist with selection and ordering of guest favors, menus, place cards, programs, table numbers, etc. We are happy to store these items prior to the wedding and bring it with us to set-up.
- ✓ Assist with wording and etiquette on invitations and rsvp cards.
- ✓ RSVP Management Follow Up – We'll make sure that all guests are contacted so there are no surprises and seating arrangements can be made without worry (*contact list must be provided by client*).



- ✓ Attend catering meeting to assist with event layout, timeline, menu, bar selection, etc.
- ✓ Make appointments (as needed) and attend key vendor meetings (up to six separate days).
- ✓ Work with venue coordinator on all wedding day details
- ✓ Organize a personalized wedding weekend activities schedule
- ✓ Send timelines to all necessary parties (vendors, wedding party, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Prepare a schedule for wedding day for family and event professionals
- ✓ Coordinate and confirm all details with other wedding professionals
- ✓ Final meeting to review final details (wedding day timeline, ceremony order, outstanding vendor payments, music, and other special activities) and attend final ceremony and reception site walkthroughs. *Meeting and walkthroughs to occur on same day.*

- ✓ Arrange for wedding party transportation (limos, specialty cars, horse & carriage, etc)
- ✓ Attend and orchestrate the wedding rehearsal
- ✓ Two Wedding Coordinators to oversee ceremony and reception site set up (up to 4 hours)
- ✓ Up to five hours of shopping time for any wedding related items
- ✓ Assigned personal wedding assistant – he or she will be with you all day on the day of your wedding to assist you with whatever you need. This is her/his only responsibility!



Also includes all Month of Coordination Services. See below for details!

The Total Package \$7,500

We will be by your side every step of the way. We will handle all the details so you won't have to worry about a thing.

- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ Unlimited Referrals. We'll research compatible vendors and suggest other event professionals – let us guide you to choose the perfect wedding team!
- ✓ Unlimited telephone and e-mail communication – Ask us anything!
- ✓ Help you create and maintain a wedding budget. We will also send notification of upcoming payment due dates.
- ✓ Advice on wedding etiquette and attire
- ✓ Provide advice and guidance on choosing the perfect venue
- ✓ Assistance in securing vendors, referred to you based on your budget and style criteria
- ✓ Explanation of all costs and services prior to the signing of contracts
- ✓ Review and manage contracts of other wedding professionals

- ✓ Based on your style and taste, guide you in the selection of linens, chairs, china, lighting, cake design, décor, rentals, etc – together we'll find the perfect elements!



- ✓ Consult on room design
- ✓ Assist with selection and ordering of guest favors, menus, place cards, programs, table numbers, etc. We are happy to store these items prior to the wedding and bring it with us to set-up.
- ✓ Assist with wording and etiquette on invitations and rsvp cards.
- ✓ Attend catering meeting to assist with event layout, timeline, menu, bar selection, etc.
- ✓ Make appointments (as needed) and attend key vendor meetings (up to four separate days)
- ✓ Work with venue coordinator on all wedding day details
- ✓ Send timelines to all necessary parties (vendors, wedding party, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Prepare a schedule for wedding day for family and event professionals
- ✓ Coordinate and confirm all details with other wedding professionals
- ✓ Final meeting to review final details (wedding day timeline, ceremony order, outstanding vendor payments, music, and other special activities) and attend final ceremony and reception site walkthroughs. *Meeting and walkthroughs to occur on same day.*
- ✓ Arrange for wedding party transportation (limos, specialty cars, horse & carriage, etc)
- ✓ Coordinate rehearsal, wedding ceremony and reception
- ✓ Up to three hours of shopping time for any wedding related items

- ✓ Two Wedding Coordinators to oversee ceremony and reception site set up (up to 4 hours)

Also includes all Month of Coordination Services. See below for details!

Finishing Touches \$5,000

You take the lead in planning your special day. We help finalize all the details and make sure no stone is left unturned. Relax knowing that everything is taken care of.

- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ We are happy to provide you with unlimited vendor referrals, as well as etiquette advice.
- ✓ We will accompany you to your menu tasting (or catering meeting) to assist you in making the best decisions for your special day and help create site diagrams and wedding day schedule
- ✓ 6-8 weeks prior to your wedding, we will meet to review final details (wedding day timeline, ceremony order, outstanding vendor payments, music, and other special activities) and attend final ceremony and reception site walkthroughs. Meeting and walkthroughs to occur on same day.
- ✓ Attend final site visits at the ceremony and reception locations (same day)
- ✓ Send timelines to all necessary parties (vendors, wedding party, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations before the wedding day.
- ✓ Handle all outstanding issues with vendors
- ✓ Attend and orchestrate the wedding rehearsal



- ✓ Includes Two Wedding Coordinators to oversee ceremony and reception site set up. *Should your set-up require more assistance, additional help can be provided for \$25 per hour.*

Also includes all Month of Coordination Services. See below for details!

Month of Coordination \$ 2,500

You planned the event by yourself, but now need a professional to make sure the day goes off without a hitch. Look no further.



- ✓ 1 hour complimentary consultation to discuss your vision and ideas
- ✓ Vendor liaison: Confirm vendors' timing, contractual obligations, and other important details starting 1-Month before the wedding.
- ✓ Attend and orchestrate the wedding rehearsal
- ✓ Two Wedding Coordinators to oversee ceremony and reception site set up. *Should your set-up require more assistance, additional help can be provided for \$25 per hour.*
- ✓ Direct wedding set-up according to diagrams (chairs, tables, linens, cake table, etc.)
- ✓ Placement of all personal items provided by client (programs, favors, place cards, guestbook, menus, toasting flutes, photos, etc.)
- ✓ Ensure all tables are set
- ✓ Alphabetize and set up place cards
- ✓ Decorate gift, cake and place card tables & cocktail tables
- ✓ Guest Liaison: Direct guests to various locations, answer questions, etc.
- ✓ Ensure timing of the schedule is followed to maintain a smooth flow for the reception

- ✓ Direct and cue all event professionals, as well as distributing final payments and gratuities to vendors
- ✓ Manage the day's events (cuing bridal party, review schedules with vendors, maintain timeline, direct guests, etc...)
- ✓ Event day troubleshooting
- ✓ Transfer items from ceremony to reception sites
- ✓ Collect all items from ceremony and reception sites for safekeeping until delivered to hotel room or designated friend or family member.
- ✓ Other items to be agreed upon as needed

Custom wedding coordination packages are available. Every client and event is unique. Once we discuss your needs, we will happily create a custom package just for you.



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