



## Wedding Packages

### *Initial Consultation - FREE*

The initial consultation is just to get to know you and to find out more about you. This initial consultation will help you decide which LizaBelle's package is right for you. The initial consultation will help us and you identify your taste, your style, your budget, and vision. This consultation usually lasts about 1 hour.

### *Emerald - Day of Coordination* ♦ Prices start at \$1500.00\*

Even if you've checked everything off your list, a Wedding Day Coordinator is a necessity so that everyone, especially you, the bride, can relax and enjoy the most precious moments you've been working toward.

#### **Planning Stages:**

- ❖ Define your venue vision and establish criteria that meet expectations & budget
- ❖ Consultation and continuous communication up until day of event
- ❖ Wedding Day Timeline Development Meeting

#### **Coordinating the details with your contracted vendors:**

- ❖ Site walk-thru 90-180 days prior to event
- ❖ Coordinate logistics with venue & vendors
- ❖ Final meeting with client and vendors covering all details 60 days prior to event.
- ❖ Final walk-through with client and vendors at selected site 48-72 hours days prior to event.

#### **Coordinating the logistics and details**

- ❖ Direct vendors and oversee their commitments
- ❖ Distribute and review wedding timeline with wedding party.
- ❖ Manage event timeline, guest list, contact list, and management of all details from start to finish, keeping the day on schedule
- ❖ Work with wedding officiator to choreograph wedding day ceremony, processional and recessional
- ❖ Conduct Wedding Rehearsal and Ceremony Logistics
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Distribute all final payments and gratuities to all vendors on the day of wedding

## Sapphire – Day of Decoration 💎 Prices start at \$5,000.00\*

If you've started the process but aren't sure what to do next. Partial Wedding Planning can be anywhere in between Full Wedding Production and Wedding Day Coordination. This package has the same provisions as Emerald, **PLUS**

### Planning Stages:

- ❖ Create theme/décor design
- ❖ Consultation and continuous communication up until day of event

### Coordinating the details with your contracted vendors:

- ❖ Site walk-thru 90-180 days prior to event
- ❖ Final walk-through with client and vendors at selected site 48-72 hours days prior to event.

### Coordinating the logistics and details

- ❖ Provide all décor and *Oversee* the event design elements (i.e. arch, backdrops, lighting, linen (table and napkins), chair décor, centerpieces, chargers, wine glasses, flatware, decorative welcome sign and cake stand etc.)
- ❖ Provide all silk floral arrangements for wedding décor, flower wall/draping backdrop
- ❖ Spearhead the set-up and break-down of the event.

## Pearl – Partial Coordination 🌊 Prices start at \$7,500.00\*

We are here to make your transition from Ms. to Mrs. as smooth and seamless as possible. With this package, we take care of each and every detail from start to finish. Our job is to give you options that work best within your budget. This package has the same provisions as Sapphire +

### Planning Stages:

- ❖ Define your venue vision and establish criteria that meet expectations & budget
- ❖ Create theme/décor design
- ❖ Consultation and continuous communication up until day of event
- ❖ Wedding Day Timeline Development Meeting
- ❖ Access to Preferred Vendor List:

Cake Vendor	Caterer	Florist	Equipment Rental
Photographer	Cinematographer	Venue	Officiant
Bridal Shops/Alterations	Make-up Artist	Transportation	Disc Jockey/Band

### Coordinating the details with your contracted vendors:

- ❖ Site walk-thru 90-180 days prior to event
- ❖ Coordinate logistics with venue & vendors
- ❖ Final meeting with client and vendors covering all details 60 days prior to event.
- ❖ Final walk-through with client and vendors at selected site 48-72 hours days prior to event.

### Coordinating the logistics and details

- ❖ Provide all décor and *Oversee* the event design elements (i.e. arch, backdrops, lighting, linen (table and napkins), chair décor, centerpieces, chargers, wine glasses, flatware, decorative welcome sign and cake stand etc.)
- ❖ Provide all silk floral arrangements for wedding décor, flower wall/drapingbackdrop
- ❖ Provide all ceremony accessories (i.e. broom, flower girl baskets, petals, bell, ring pillow and herald sign, etc.)
- ❖ Direct vendors and oversee their commitments
- ❖ Create and Print Wedding Programs
- ❖ Create and Manage Wedding timeline, guest lists and management of all details from start to finish, keeping the day on schedule
- ❖ Conduct Wedding Rehearsal - work with wedding officiator to choreograph wedding day ceremony, processional and recessional
- ❖ Coordinate & execute flow of Ceremony & Reception on the day of
- ❖ Spearhead the set-up and break-down of the event.

## Diamond - Full-Service Wedding Planner

Prices start at \$9,500.00\*

Your wish is my command...This package has the same provisions as Pearl, **PLUS**

- ❖ Full Planning Services
- ❖ Provide up to 150 Chairs, up to fifteen (15) 5 ft round tables, 1 (one) 4ft round cake table with cake stand, up to three (3) 6" rectangle tables, up to three (3) 8" rectangle tables, and 1 double throne chair for sweetheart table
- ❖ Coordination of Meet & Greet with Wedding Party and Event Planning Team
- ❖ Develop and manage the Wedding Planning Budget Tracker.
- ❖ Creative graphic design and print management (i.e., Save-the-dates, Invitations, Wedding Programs, etc.)
- ❖ Create Website, and update regularly so that all will be kept abreast of all things related to wedding
- ❖ Negotiate and review all selected vendor contracts, providing consultation as needed.
- ❖ Ongoing updates and consultation with clients about vendors services/products
- ❖ Attend photoshoots, food and cake tasting and all other meetings with selected vendors, when feasible.
- ❖ Planning, assembling and delivering of guest welcome bags
- ❖ Assistance with tracking RSVP's and who will be attending
- ❖ Coordinate transportation arrangements for wedding day/hotel
- ❖ Create vendor itineraries, payment schedule & alerts
- ❖ Assist with selection and ordering of wedding party gifts, guest favors, invitations, cake design, menu selection and tasting.
- ❖ Provide Security for Day of Event
- ❖ Assist with the planning of the couple's Honeymoon or Mini-moon
- ❖ Assist with Wedding night/weekend hotel accommodations & Decorate Honeymoon Suite

Rehearsal Dinner Coordination - \$ 500.00

\* Prices are determined on guest count, number of locations, hours required, staff needed, location of venue and services provided.

