



THE GIFTS GIVEN INTERIORS & HOME

Murrieta, CA 92563, (714) 844-1710

# Wedding Planning Service Options

## 1. Timeline Creation:

- o 1 Hour Consultation Zoom Call
- o Unlimited Emails & Calls
- o **Couple:** Provides the requested details of your special day to the Coordinator
- o **Coordinator:** Creates your 'Day Of', Ceremony, and Reception Timelines

Ceremony or Reception Only: \$100, Ceremony & Reception: \$200

Day Of, Ceremony, & Reception: \$300

## 2. Ceremony Only Coordination:

- o 30 Minute Meet & Greet Call
- o 1 Hour in-person or Zoom Consultation
- o Unlimited Emails & Calls
- o 1 Venue Visit & Walk-through (May Occur on Rehearsal Day)
- o Access to Planning Portal
- o **Couple:** Provides the requested details of your special day to the Coordinator
- o **Coordinator:** Creates ceremony timeline and provides to necessary vendors
- o **Coordinator:** Runs rehearsal scheduled 1-2 days prior
- o **Coordinator:** Arrives 2-3 hours early to check vendor set-ups and place any personal items for the couple
- o **Coordinator:** Point of contact for vendors and provides final payment/gratuities
- o **Coordinator:** On-site for the entire event, coordinating all activities and ensuring a seamless production
- o **Coordinator:** Collects personal items for couple and stays until clean-up is finished

Ceremony Only Coordination: \$750

## 3. Reception Only Coordination:

- o 30 Minute Meet & Greet Call
- o 1 Hour in-person or Zoom Consultation
- o Unlimited Emails & Calls
- o 1 Venue Visit & Walk-through
- o Access to Planning Portal
- o **Couple:** Provides the requested details of your special day to the Coordinator
- o **Coordinator:** Creates reception timeline and provides to necessary vendors
- o **Coordinator:** Creates reception layout and reviews seating chart supplied by Couple
- o **Coordinator:** Arrives 2-3 hours early on wedding day to ensure all details are in place
- o **Coordinator:** Point of contact for vendors and provides final payments/gratuities
- o **Coordinator:** On-site for the entire event, coordinating all the activities and ensuring a seamless production
- o **Coordinator:** Collects personal items for couple and stays until clean-up is finished

Reception Only Coordination: \$850



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### 4. Day-of/Month-of Coordination Package:

- o 30 Minute Meet & Greet Call
- o 1-2 Hour In-person Consultation
- o Unlimited Emails & Calls
- o 1 Venue Visit & Walk-through
- o Access to Planning Portal
- o **Couple:** Plan the wedding
- o **Couple:** Order all necessary items
- o **Couple:** Book venue and vendors
- o **Couple:** Decide on a theme and figure out decor
- o **Couple:** Coordinate guest list and mail out invitations
- o **Couple:** Create the seating chart and create timelines
- o **Coordinator:** 2-4 weeks out, steps in to help finalize all the details
- o **Coordinator:** The couple provides selected vendor contact information and contracts for the Coordinator to confirm and manage the scheduling
- o **Coordinator:** Finalizes the timelines for the day
- o **Coordinator:** Manages and runs rehearsal scheduled for 1-2 days prior
- o **Coordinator:** Arrives early on the wedding day to ensure all details are in place
- o **Coordinator:** Sets up & decorates welcome table, gift table, guest book, signage, etc.
- o **Coordinator:** Point of contact for vendors and provides final vendor payment/gratuities
- o **Coordinator:** On-site for the entire event, coordinating all the activities and ensuring a seamless production
- o **Coordinator:** Collects personal items for couple and stays until clean-up is finished

Day-of Coordination Fee: \$1300  
(includes 26 total hours with 12 reserved for the day).

### 5. Partial Planning & Coordination Package:

- o Day-of/Month-of Coordination Package PLUS the Below Items
- o Up to 3 In-person Meetings (Couple or Vendor)
- o **Couple:** Same responsibilities as 'Day-of-Coordination' Package EXCEPT handling the coordination of 3 selected services and the below-noted changes
- o **Coordinator:** Provides oversight for the Couple's choice of three of the following services:
  - Catering, Entertainment, Florist, Invitations, Rentals, Transportation & Lodging, Wait Staff, and More
- o **Coordinator:** The couple provides selected vendor contact information and contracts for the Coordinator to confirm and manage scheduling 4-6 weeks before the wedding
- o **Coordinator:** Creates the timelines for the day

Partial Planning Package Fee: \$2100  
(includes 42 total hours of service with 12 reserved for the day).  
Assistant Day Of Coordinator for 75+ Guests to 150 (8 Hours or 12 Hours): \$320 or \$480  
Design Service with 2 Mood Boards & Rental Coordination: \$650



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## Wedding Planning Service Options

### 6. Full-Service Planning & Coordination Package:

- o Minute Meet & Greet Call
- o In-person Consultation
- o Unlimited Emails & Calls
- o Venue Visits/Walk-through & Vendor Meetings as needed
- o Access to Planning Portal
- o **Couple:** Coordinate guest list and mail out invitations
- o **Couple:** Meet with necessary vendors to finalize vendor selections
- o **Couple:** Work with the Coordinator as necessary to finalize the theme, decor direction, general selections, seating charts, etc.
- o **Couple:** Make nominal personal selections and purchases as assigned by the Coordinator
- o **Coordinator:** Plan the wedding
- o **Coordinator:** Suggest vendors and coordinate necessary Couple meet & greets
- o **Coordinator:** Book venue and vendors
- o **Coordinator:** Designs the wedding, figures out the decor, and orders necessary items
- o **Coordinator:** Create the seating chart from the provided direction of the couple and book entertainment
- o **Coordinator:** Finalize wedding details except discussed items to be handled by Couple
- o **Coordinator:** Creates the timelines for the day
- o **Coordinator:** Manages and runs rehearsal scheduled for 1-2 days prior
- o **Coordinator:** On-site the day before the wedding to tie up loose ends if needed
- o **Coordinator:** Arrives early on the wedding day to ensure all details are in place
- o **Coordinator:** Sets up & decorates welcome table, gift table, guest book, signage, etc.
- o **Coordinator:** Point of contact for vendors and provides final vendor payment
- o **Coordinator:** On-site for the entire event, coordinating all the activities and ensuring a seamless production
- o **Coordinator:** Collects personal items for couple and stays until clean-up is finished

Full-Service Package Fee: \$4250

(includes 85 total hours of service with 16 reserved for the day).

Assistant Day Of Coordinator for 75+ Guests to 150 (16 Hours): \$640

Assistant Rehearsal Attendance: \$250

\*The above packages (2-6) include wedding day travel time up to 50 miles.\*

\*A 25% deposit is required on all packages to hold the date.\*

\*Additional hours: \$50/Hr.\*

\*Our client planning portal provides real-time updates between the client and the coordinator/planner. It also offers layout, timeline, seating chart, mood board, budgeting, RSVP tracking, and vendor contact creation abilities. You also have the option to create a wedding website for your guests with your 'about us' information and pictures, wedding date, location, wedding registry, and more! It is a wonderful tool for keeping communication streamlined and all your planning in one place!\*



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## Wedding Planning Service Options

### 7. Customized Coordination Package:

- **Coordinator:** Creates a custom package for couple based on their needs

### 8. Additional Services Available:

- **Rentals** (Custom pieces, decorations, serveware, and food set-up items)
- **Design Decorations Set-up and Tear-down**