Full Wedding Planning Service

Lace & Brass Events

Full Wedding Planning $3,500-$4,000

Planning & Organizing

- Initial consultation (phone or in person depending on location)
- In person meetings as needed
- Unlimited phone/email planning
- Access to preferred vendor list
- Research & presentation of all venues/vendors based on budget
- Schedule/attend vendor appointments as needed & review contracts
- Detailed online checklist to keep you updated on progress
- Custom wedding styleboard + event design created
- Manage budget & track payments
- Mail out stationery
- Manage & track RSVPs
- Venue walk through and 1-2 hour meeting within 6- 8 weeks of wedding
- Final timeline & condensed wedding party timeline created
- Distribute final timeline to all vendors, family, and wedding party
- Vendor communication throughout planning process

Week of the Wedding

- Attend and run Rehearsal with Officiant
- Collect all items listed below to prepare for the wedding day:
    - Marriage license
    - Guest book
    - Flower girl basket and other items for ceremony
    - Any decor items- candles, pictures, etc
    - Paper items- programs, menu cards, etc

Wedding Day

- Two to three assistants working with Wedding Planner
- Coordination for entire day by Wedding Planner
- Meet and greet all vendors and help prepare ceremony site and reception venue
- Setup and design reception items like place cards, guest book, menu cards, favors, gift table, and any other light design items
- Distribute all personal flowers to wedding party, family members & special guests
- We will be the main point of contact for family members, wedding party, and vendors
- Timeline management of the day
- Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, stain remover, two clear bubble umbrellas, etc.
- Properly line up processional & cue musicians
- After the ceremony make sure all items that need to go to the reception get packed up and transported
- Coordinate entertainment and all announcements during reception with DJ/Band
- Hand out final vendor balances & tips
- Removal of gifts/guest book and other special requested items. Bring to specified location (on site)
- Be prepared to meet any emergency situation that may arise
- Clean up/ Pack up light decor at end of night

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Additional Information

Payment Information

Wedding with 125 or less guests is $3,500
Wedding with 125-200 guests is $4,000
Weddings with guests above 200 please inquire.
This is based on the number of assistants needed.

- A non-refundable retainer of $550 is due with signed contract to hold your wedding date.
- The remaining balance would be broken up into (4) 25% Payments due 9 months, 6 months, 3 months and 2 weeks before wedding date. (Payment schedule breakdown will be spread out more if wedding is over a year away at time of booking)

- You are responsible for paying vendors directly. All vendor/service contracts will be between you and the vendor/service provider.
- Traveling {and ferry} fees are not included in the above price. Please ask for quote.

Please Note

- Package does not include cost of any decor or supplies, linens, stationery, etc. Package also does not include any of our decorations, but can certainly be added! Package is based solely on our planning + design service
- Does not include the following, but we would be more than happy to add to the package:
    - Any planning + design for Bridal Shower, Bachelorette Party, Bachelor Party or Rehearsal Dinner
    - Wedding website creation or management
    - Wedding party/parent gifts
- Vendor appointments that require traveling will warrant additional traveling fees