

*Precious Plannings Events and Wedding Coordination aka
Divalicious Spa Party Inc.*

Owner: TaQuita Townsend 317-488-8334

www.divaliciousparty.org

Full Day Coordination

Coordination and budgeting of the wedding start to finish.

- **Initial Consultation:**
discuss your wedding plans
- **Meeting and working with your budget**
- **Unlimited consulting sessions via phone or e-mail. 3-5 face to face meetings**
- **Vendor referrals in each category**
- **Wedding Checklists and Responsibilities**
- **Attend Reception and Ceremony site visits**
- **Coordinate and schedule all meetings with vendors**
- **Advise on Wedding Etiquette**
- **Develop and stay within the designated budget**
- **Coordinate vendors**
- **Verify all payment schedules are up to date**
- **Final Details Meeting**
- **Assistance with Ceremony Program**
- **Wedding Planning /Coordination**
- **Reception Planning /Coordination**
- **Rehearsal Attendance and/or Coordination**
- **Final Details Meeting**
- **Setup Reception and Ceremony decorations (not all décor is included)**
- **Standard Centerpieces included for 25 tables**
- **Standard Head/Cake table decor**
- **Single Point of Contact for Bride and Groom the day of the Wedding**

Rate: \$1,200

Partial Coordination Package

For brides who wish to plan more of the wedding themselves.

- **Initial Consultation:**
review all details
- **Unlimited consultation**
sessions via phone or e-mail correspondence, 2-3 face to face meetings
- **Vendor referrals**
- **Go over wedding day**
schedules and checklists
- **Verify all payment**
schedules are up to date and accounted for
- **Call all vendors to verify**
contracts and responsibilities
- **Rehearsal**
Attendance/Coordination
- **Setup Reception and**
Ceremony decorations
(not all décor is included)
- **25 Standard Centerpieces**
included for 25 tables
- **Standard head/cake table**
decor
- **Ceremony Coordination**
- **Reception Coordination**
- **Single Point of Contact**
for Bride and Groom the day of the Wedding

Rate: \$1000.00

Finalization Package

If you are in need of finalization of your details on your wedding day and already have vendors selected.

- **Initial Consultation:**
review all plans
- **Unlimited consultation**
sessions via phone or e-mail correspondence, 2-3 face to face meetings
- **Call all vendors to finalize**
details
- **Setup Reception and**
Ceremony decorations
(décor provided by Bride, Groom, or family)
- **Single Point of Contact**
for Bride and Groom the day of the Wedding

Rate: \$600.00

Wedding Day Only Coordination

Hiring a professional Wedding Coordinator

just for the Wedding Day, to organize and manage details.

- **Free Initial consultation**
- **Unlimited phone calls and e-mails to and from a client**
- **Ceremony & Reception Site Visit /Ceremony and Reception Layout**
- **Developing timeline**
- **Overview vendor contracts, contact vendors prior to the Wedding Day (confirming vendor commitments double-checking the details, decisions, and services that you have already contracted for).**
- **Provide Timeline to each Vendor**
- **Direction of the Rehearsal**
- **Rehearsal attendance and coordination (organize and explain to your wedding party their individual responsibilities, positioning, and timing of the events). Itinerary given to Bridal Party at Rehearsal. Distribution of timeline to Bridal Party (as prepared by Bride)**
- **Wedding Day Timeline (formulate a master plan for the entire day, so that you can rest assured that the details are in place and the event is being managed by a professional**
- **Wedding Day Coordination (Bridal Party assistance, Ceremony & Reception)**
- **Ceremony –keep things running on schedule, be there to remind everyone of their roles, and handle the payment of the clergy, musicians, and other vendors, keep everyone calm, handle any crisis, and send you down the aisle without any problems**
- **Reception-Coordination and direction of Wedding Day events (set hours). Coordinate the Florist, Caterers, Cake, Band or DJ, and all other vendors. Will make sure things run smoothly, so that no detail gets overlooked, and will act as a buffer between the vendors and you (the couple) as you enjoy your Wedding**
- **Keep track of Guest book**
- **Last minute Emergency Kit**

Rate: \$500.00

White Chair Covers- \$2.00/cover

Colored Sashes- \$0.50/sash

Banquet White Linen Tablecloths \$5.00/table

Round White Linen Tablecloths \$5.00/table