

# *Out of Box Events and Weddings, LLC*

P.O Box – 562484 Miami FL, 33256

786-273-9668

[Romance1@outofboxweddings.com](mailto:Romance1@outofboxweddings.com)

## **Packages:**

**Package (1) – this package is for the couple who is hands on with their planning details. They would like expert guidance. We will be there to support and coach them the entire way. We provide suggestions; hands on help for the rehearsal of the ceremony and the day of the event as well as vendor advice and confirmation- For more details please click the link – Please call or email us for a detailed quote.**

- Initial Consultation to Define your Vision
- Unlimited E-mail Consultations
- Unlimited access to your coordinator for advice and guidance
- Scheduled Planning Phone Calls and unlimited texts
- Planning Call 2 weeks prior to your wedding date
- Assist in ceremony and reception research
- Assist with Floor Plans construction of room layout
- Serve as a liaison among all vendors
- Theme Planning Advice
- Assisting in wedding reception décor elements
- Assistance with selecting a color scheme, theme and style of the wedding
- Act as personal wedding assistant for clients by arranging the logistics and Scheduling clients' meetings with wedding professional
- Walk-through with clients at selected sites final detailing –
- Maximum of three site inspections included
- Advice on Guest List
- Coordination of the day of the Ceremony and Reception
- Coordination of the Rehearsal of the Ceremony
- Emergency Kit and Bride Touch Up Kit
- Coordinator Transportation Fee (there is an additional cost for locations outside of Miami Dade County)

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**Package (2) \$890.00 Day of Wedding Planner (includes 100 people) – This package is for the couple that has done it themselves to the Max and they are only looking for someone to execute the activities of the wedding day. For details, please click the link. Wedding party cannot exceed 100 people – there is an additional cost of \$135 for every 50 people added to your wedding over 100.**

- Two-hour meeting to discuss wedding and reception/ceremony details Included
- Unlimited E-mail Consultations
- Two weeks prior to the ceremony, all vendors listed on the contract will be contacted
- Prepare wedding day itinerary for the Bride/Groom and bridal party, and vendors
- Conduct all Vendor Confirmations for rehearsal
- Conduct all Vendor Confirmations for ceremony and reception
- Ensure reception and ceremony areas are set up as you have planned Included
- Assistance with the distribution and pinning of all corsages, boutonnieres, wedding flowers and flower-girl baskets
- Assist Bride, Groom and the wedding party as needed in getting ready
- Check for any items necessary to properly conduct the ceremony
- Distribute bouquets and pin flowers on attendants
- Greeting your guests and directing them to the ceremony area
- Lining up and cueing the Wedding Party when it's time to walk down the aisle,
- Letting you know when it's time to walk down the aisle, making sure you are ready
- Making certain that all ceremony musicians have the correct musical selections for -
- guest arrival, family seating and also the correct processional and recessional musical selections
- Reception set up during the day
- Distributing hard copies of your Complete Wedding Day Itinerary to all vendors
- Access to Bridal Emergency Kit on Wedding Day
- Bride Touch – Up Kit
- Transportation (there is an additional cost for locations outside of Miami Dade County)

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## **Additional Services:**

- Assist in ceremony and reception research. \$50.00
- Schedule appointments with vendors Your Coordinator will attend 1 meeting per vendor contracted when necessary \$100
- Accompaniment with Clients to potential ceremony and reception
- Locations (up to 3 venues) \$120.00
- Assistance with selection of bridal fashion, design, accompaniment to final gown selection and final fitting \$75.00
- Assist with the selection of the wedding stationery (i.e.: save the dates, invitations, thank you cards) **\$ 25.00**
- Assist with Reception Seating arrangements and Place Cards **\$120.00**
- Last Minute Vendor referrals \$50.00 \* 30 days prior to the wedding date\*
- Arranging transportation for the wedding party and guests \$25.00 \*\* please note transportation is not included in packages\*\*
- Contact all vendors listed to finalize what is the payment that is due and when is it due \$50.00
- Distributing final balances and gratuities to the vendors on your behalf \$25.00
- Attend and direct rehearsal (not including the rehearsal dinner) (1 hour duration). \$75.00
- Final collection of wedding items at rehearsal to be set up on wedding day, Such as candles, photo graphs, guest books, wedding favors, toasting Glasses, serving sets, programs, seating cards, table numbers, etc \$20.00
- Manage vendor, décor setup at ceremony and assist with the ceremony procession. \$150.00
- RSVP tracking/ making a list \$100.00
- Welcome Gift bags/ out of town bags Assembly \$1.50 per piece
- Favor Assembly \$0.50 per piece
- Creating Bathroom Baskets \$25.00 each
- Helping in Menu Creation **Ask for a price quote**
- **Bride Touch Up Kit - \$55.00**
- Candy Buffet 50-300 people - **\$4.25PP \*\*\* Deposit Required\*\*\* Minimum 50 People**
- Chocolate Fountain **Ask for a price quote \*\*\* Deposit Required\*\*\***
- Live Musicians **Ask for a price quote \*\*\* Deposit Required\*\*\***