



**Inspired Events by Kelly, LLC**  
**www.inspireeventsbykelly.com**

Inspired Events by Kelly provides Wedding Design & Service, Day of Coordination and Full Wedding Planning, Management and Coordination. Listed below is a full description of the services and what we provide for each. Wedding Design & Service of both the ceremony and wedding reception is separate from the packages below. We will provide a “custom” proposal for Wedding Design for our brides and grooms.

Our goal is to create lasting memories for your very “**special day**”!

<b>Day of Coordination:</b>	<b>\$3,850.00</b>
<b>Full Planning, Management &amp; Coordination:</b>	<b>\$5,000.00</b>
<b>Wedding Design &amp; Service:</b>	<b>Custom Proposal</b>

**\*\*\*Both Day of Coordination and Full Wedding Planning, Management & Coordination includes a “lead” and an assistant on the day of the wedding.**

**\*\*\*Day of Coordination can be booked ninety (90) days prior to the wedding.**

**Day of Coordination Package:**

- Complimentary consultation with our couples. At this consultation we will discuss what ideas you have for you wedding as well as walk through the details of your wedding. Photographs are welcome of your ideas.
- We will schedule a second meeting (based on two (2) hours) eight (8) weeks prior to the wedding. At this time the couple will provide us with a copy of contracts for all vendors and the venue.
- We become the point of contact at this point (eight weeks (8) prior to the wedding) for all vendors. By doing this we will help off-site additional stress to the couple.
- Day of Coordination Package can be secured ninety (90) days prior to the wedding. All vendors are selected and deposits paid at this time. All food and beverage has been secured and planned at this time.
- We will contact all vendors and provide a schedule of load-in/load out as well as a detail sheet. These will be provided to the venue and vendors.

- Three (3) weeks prior to the wedding we will schedule a third (3) meeting to walk through the rehearsal, ceremony and reception. This meeting is based on two (2) hours.
- Assist the couple with a schedule of events (timeline) for the wedding. The schedule of events (timeline) will be provided to the venue, entertainment, photographer, and videographer etc. two (2) weeks prior to the wedding.
- An hour and a half (1 ½) hour rehearsal of the ceremony the day prior to the wedding. At the rehearsal the couple will provide us with items they want at the wedding or on display (such as champagne flutes, cake knife, envelope box, photos, favors, etc.). We will take an inventory of all items provided.
- We will arrive onsite prior to the first vendor and oversee the set-up of both the ceremony and wedding reception. We will be onsite to coordinate all the vendors and challenges that may arise. We also remain onsite to oversee the breakdown from all vendors.
- At the conclusion of the wedding reception we will secure all items that were provided by the couple, repackage and place in the assign vehicle per the couple.
- Our goal is to provide the couple (The Most Important Persons of the Day) with a stress less, fun and memorable day.
- Day of Coordination will include a lead and an assistant.

### **Full Event Planning, Management & Coordination Package:**

- To include Day of Coordination, which is listed above.
- We will assist the couple in the selection of a venue of their choice and budget. We will also accompany them on the site visit(s) and coordinate the contract with the venue.
- We will work with the couple on the vendor selection. We will provide a “preferred” list of vendors and also work with vendors that may not be included on our list.
- We will secure vendor appointments with the couple for final selection as well as attend.
- We will assist with the negotiation of contracts and services provided by the vendors.
- We will review all contracts prior to signing. This includes the BEO’s (Banquet Event Orders) provided by the venue such as a hotel and or caterer.
- We will assist and provide professional opinions on selection of wedding attire, save-the-dates, invitation selection and other printing needs. Client will sign all contracts.
- Prior to the month of the wedding we will create the table décor as discussed in our initial consultation. We will create up to two (2) additional table designs if the first design does not meet the expectation of the couple.
- Two (2) weeks prior to the wedding, we will confirm all final details with the vendors to include the schedule of delivery, set-up and breakdown.

- We will work with the vendors and venue to provide a room diagram of the wedding reception. The diagram will be provided to the venue and all vendors.
- Full Event Planning, Management & Coordination Package will include a lead and an assistant.

### **Additional Services:**

**\*\*\*Additional services are billed at \$30.00 per hour per staff person. These hours will be billed on a monthly basis to our clients.**

- Assist with the stuffing of save-the-dates, invitation, favors, gift bags and or welcome amenities. This includes mailing of either save-the-dates and or invitations.
- Assist with securing of room blocks and the management of the room block.
- Tracking of RSVP's for the wedding reception.
- Assisting with the planning of the Rehearsal Dinner.
- Running errands for the couple and their wedding party.
- Events outside of the Hampton Roads area will require overnight accommodations (includes night of rehearsal and wedding) for all staff members of Inspired Events by Kelly.
  - All travel expenses will be billed to the client.
  - All travel accommodations and travel reimbursement will be arranged by Inspired Events by Kelly and billed to the client. These charges will be billed on a separate invoice.

### **Retainer Fee, Proposal and or Contract:**

- Proposal will be turned into a contract within twenty-four (24) hours of client approval.
- One quarter (1/4) of the total fee (non-refundable) retainer is required, along with a signed contract to retain the date of service provided by Inspired Events by Kelly. Services will not be provided until Inspired Events by Kelly has received the signed contract and non-refundable retainer.
- The remainder of the balance will be outlined in a payment schedule within the contract. The balance must be paid in full one month prior to the event date.
- A hot meal will be provided for the staff of Inspired Events by Kelly on the night of the wedding. Kelly Coronel, owner of Inspired Events by Kelly MUST have a Gluten Free meal.
- A copy of the contract with signatures to include Inspired Events by Kelly will be either scanned/e-mailed or mail to the client.
- Inspired Events by Kelly will provide the client with an invoice for services to include retainer fee and scheduled payments.

- We accept VISA, MasterCard and American Express. A four percent (4%) service charge will apply.

**Thank you for your interest in Inspired Events by Kelly.  
We look forward to helping you plan the wedding of your  
dreams!**

**Have an Inspired Day!**