



Luxe Monroe

LUXURY CONCIERGE

Event Planning Packages

****All packages are customizable to clients needs**

The Monroe Advisor

Consultation Package

(5 months or less from event date)

- • Unlimited phone calls and email support for advice throughout your entire planning process.
- • Help and guidance with the look and feel of the wedding/Sweet 16 from; design, décor, themes, attire, colors, and decorations.
- • Create a monthly timeline unique to your event.
- • Help with setting your budget, timeline for your ceremony and reception or party, favor selections, finding local vendors in budget, and finding jewelry and other accessories.
- • Confirmation of all vendors, services, and deliveries one week before the event.
- • Personalized, hour-by-hour rehearsal and event day schedule delivered to your vendors and bridal party members or party manager.

\$350

(day of management up to 4 hrs is also available for an additional fee of \$200)

The Monroe Moments

Month of Package

(1 month leading to the event date)

- Initial consultation to discuss details on wedding/party and what is needed to determine unique needs.
 - Unlimited phone calls and email support for advice throughout your entire planning process.
 - Help and guidance with the look and feel of the wedding/event from; design, décor, themes, attire, colors, and decorations.
 - Help with setting your budget, timeline for your ceremony and reception or party, favor selections, finding local vendors in budget, and finding jewelry and other accessories.
 - Confirmation of all vendors, services, and deliveries one week before the wedding.
 - Personalized, hour-by-hour rehearsal and wedding/event day schedule delivered to your vendors and bridal party members or event manager.
 - Final in-person meeting to discuss all plans, go over timelines and schedules, and identify any ongoing and/or outstanding tasks.
 - Attendance and direction at wedding rehearsal (up to 2 hours).
 - Coordinating all direction of vendors as they arrive on premise, assist them with setup for ceremony and reception, and final walk through with Maitre'd to ensure all details are covered.
 - Attendance, vendor management, coordination and troubleshooting during the ceremony and reception. (Up to 8 hours in total day)
- \$750**

(if assistant is needed for over 100 guests then add \$200 fee)

The Luxe Touch

Full Event Planning Package

- Initial consultation to discuss details on wedding/sweet 16 and what is needed to determine unique needs.
- Unlimited phone calls and email support for advice throughout your entire planning process.
- Two additional in-person meeting throughout the planning process.
- Help and guidance with the look and feel of the wedding/event from; design, décor, themes, attire, colors, and decorations.
- Help with setting your budget, favor selections, finding local vendors in budget, and finding jewelry and other accessories.
- Help with ceremony and reception/event planning; includes venue scouting and booking.
- Help with securing contracts for vendors and venues.
- Compose a unique timeline for your ceremony and reception/event.
- Help tracking RSVP's, guest list coordination, managing seating arrangements, and 3D rendering of venue space with seating details for guests.
- Initial communication with vendors for availability and pricing.
- Scheduling of vendor appointments, tastings, and walk through's.
- Contract securement and finalizing details on all vendors.

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The Luxe Touch

Full Event Planning Package

- Confirmation of all vendors, services, and deliveries one week before the wedding/party.
- Advice for rehearsal dinner and engagement party.
- Personalized, hour-by-hour rehearsal and wedding day schedule delivered to your vendors and bridal party members or event manager.
- Final in-person meeting to discuss all plans, go over timelines and schedules, and identify any ongoing and/or outstanding tasks.
- Attendance and direction at wedding rehearsal (up to 2 hours).
- Final distribution of tip envelopes and final payments to all vendors. (if applicable)
- Coordinating all direction of vendors as they arrive on premise, assist them with setup for ceremony and reception, and final walk through with Maitre'd to ensure all details are covered.
- Attendance, vendor management, coordination and troubleshooting during the ceremony and reception/party. (Up to 12 hours in total day)

\$1,750

**IF THERE IS OVER 200 GUESTS THERE WILL BE AN ADDITIONAL FEE OF 15% OF TOTAL EVENT TOTAL PRICE. **

LUXE-ry Ala Carte Options

Add-Ons for any package

- Event Landing Webpage page & Custom Event Logo \$200
- Hotel Accommodations/Group Rates/Reservation \$150
- Honeymoon Planning \$250
- Personal Gifts/Stationary \$250
- Engagement/Bachelor/Bachelorette Party Planning \$400
- Destination Weddings \$500
- Personal Styling \$250
- Text Message RSVP Service \$100
- Digital Invites \$250
- Video Montage or Special Performances \$200
- Celebrity Bookings-please call for more info
- Event Staffing \$40/hour+

All Prices Listed are starting rates and will increase based on client and events needs.



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***We look forward to adding
the Luxe touch to your
next event.***

Thank You!

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