**Lasting Memories Weddings and Events Packages & Add ons**

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| --- | --- | --- |
| Complete Wedding Coordination  $3,500 | Partial Wedding Coordination  $1300 | Day-of Coordination (Month)  $950 |
| One (1) initial meeting to create the timeline and go over the couple’s vision for their dream wedding.  One or Two (1-2) meetings for venue tours.  One (1) final meeting for a walkthrough at the site(s) to finalize with wedding couple and on-site banquet manager to discuss the event flow, set-up, and floorplan.  The remaining number of meetings is left for design and vendor meetings as requested by the wedding couple | One (1) initial meeting to create the timeline and go over the couple’s vision for their dream wedding.  One (1) meeting for design and or vendor meetings  One (1) meeting at the venue to go over the day and set up floor plan  . | One (1) initial meeting to create the timeline and go over the couple’s vision for their dream wedding.  One (1) meeting at the venue to go over the day and set up floor plan |
| Initial wedding budget management | Assistance with décor selection, vendor selection, and creative input | Final walk through of set up for ceremony and reception areas |
| Assist with décor selection, flower selection, vendor selection, venue selection, cake selection, offer creative ideas to help make bride’s vision come to life in all aspects of her wedding | Assist with venue set up day of wedding | Final details and timing confirmed with all vendors two-three weeks of the wedding as well as detailed schedule of your wedding day timeline distributed to your wedding vendors |
| Conduct full venue set up day of wedding with provided team | Final details and timing confirmed with all vendors two-three weeks of the wedding as well as detailed schedule of your wedding day timeline distributed to your wedding vendors | Up to 8-9 hours of on-site coordination by a professional wedding planner the day of the wedding |
| Vendor management throughout the entire planning process & contract review of all vendors to ensure nothing is left unread or misunderstood | Up to 12 hours of on-site coordination by a professional wedding planner the day of the wedding | Full coordination of rehearsal, ceremony, and reception |
| Details and timing confirmed with all vendors two-three weeks of the wedding as well as detailed schedule of your wedding day timeline distributed to your wedding vendors | Full coordination of rehearsal, ceremony, and reception | Ensure personal keepsake décor items are turned over to the designated person at the end of the night |
| Use any of our in house rental items | Distribute all final payments remaining to vendors day of | Second coordinator will be on site if guest count is over 200 guests |
| Up to 15 hours of on-site coordination by a professional wedding planner the day of the wedding | Ensure all left over food, cake, and personal keepsake décor items are turned over to the designated person at the end of the night |  |
| Full coordination of rehearsal, ceremony, and reception | Second coordinator will be on site if guest count is over 200 guests |  |
| Second coordinator will be on site at wedding |  |  |
| Distribute all final payments remaining to vendors day of |  |  |
| Ensure all gifts, leftover food, cake top, décor, other personal keepsake décor items, extra programs, etc. are turned over to the designated person at the end of the night |  |  |

Lasting Memories Weddings and Events offer add ons to any package listed above

$150- Complete coffee & hot chocolate bar

$100- Complete lemonade bar

$250-Complete candy bar

$250- Complete popcorn bar

$50- Cake cutting service fee

$250- Use of any of our in house rental items (see inventory list below)

$250- Clean up crew at the end of the night

Dinner service & clean up staff (price TBD)

$300-Full décor & decoration set up

$150- Bartender fee with tip jar

$200- Bartender fee without tip jar

Draping services (price TBD)

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[www.facebook.com/lmweddingsandevents](http://www.facebook.com/lmweddingsandevents)

The knot.com-Lasting Memories Weddings and Events

IG: \_lasting\_memories\_

Inventory List

* 1 Gold sequin table cloth
* 13 Rose Gold sequin Table Runners
* 1 set of Mr & Mrs. rose gold table décor signs
* Lots of fairy lights
* Lots of mason jars
* 1 set black/white Mr & Mrs. Sign
* 125 Gold chargers
* 100 Rose gold chargers
* 2 Three tier silver with rhinestone décor dessert stands
* 1 Rustic/burlap gift/card table sign
* 1 Small tree stump décor sign to write a hashtag for photos
* Varies smaller sizes of chalk boards
* 1 Large stand up chalk board
* 1 Large rustic chalk board with rope to hang
* Lots of pearl strands
* 10 Gold table number holders
* 1 Set of clear cake cutting set
* 1 crystal large candy bowl
* 4 small crystal candy bowls
* 2 medium crystal candy bowls
* 24 Rose gold candle votives with candles
* 12 clear glass candle vovtives
* 5 Square small cylinder vases
* Varies vases for bridal bouquet
* 4 White & black reserve signs for ceremony rows