



livenlavishevents@gmail.com
www.livenlavishevents.com

FULL SERVICE PLANNING Begins at \$2499

This Package is designed for the couples who are just beginning to plan their special day.

Attention is given to every detail so that the wedding will be as stress-free as possible for the bride, groom and their families. This package is for our clients who want help defining or creating a vision for their wedding day and all of the events surrounding it.

Since this package is so customized, services may vary, but always includes full coverage on the Wedding Day.

Communication and Planning:

- Consultation to determine vision, and to begin the process of site selection, if not already chosen.
- Budget Planning- development, prioritizing, allocation
- Referrals to venues are provided to the couple (including floor plans & tablescapes development).
- Initial site visit and review to determine theme and décor, plus other site visits as necessary.
- Unlimited phone and e-mail conversation
- Information regarding marriage license requirements is provided
- Regular updates, reminders, and correspondence regarding development in planning of the wedding
- Assistance with locating additional venues for rehearsal and brunch
- We will accompany you to meetings at your venue, in addition to the menu tasting(if requested).
- We will accompany you to Floral and Décor appointments as well—to assist with design and floral approval (We offer Customized Floral Design & Decor packages as well)
- We will provide "Day of details" to venue, along with other guest information required. (For ex. seating, dinner choices, etc.)
- Ceremony design: (Wedding vision, Color scheme, Design support)
- Create Wedding Day and Dinner Reception timelines

Vendor Selection and Referrals:

We refer vendors who have proven to us to be reliable and excellent in their field. However, we are happy to work with any vendor you choose.

There may be insurance requirements for certain venues, so we will make sure that your vendor meets the venue's standards.

We review vendor contracts, however, please note, we are not lawyers.

Once a vendor is contracted, we are the main contact and we will forward them all details of the day.

Lekita Logan
CEO, Wedding Designer

Phone: (561) 574-1246
Office Hours: M-Sat 8am-7pm



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Some of the vendors you may utilize are:

- Floral and Décor
- Invitations & Other Printed Materials
- Photography
- Videography
- Linens, Seating, Décor
- Lighting
- Cake
- Specialty and/or food vendors
- Ceremony music: Strings, Steel Drums, Guitar, etc.
- Music: Band, DJ, Singers
- Favor and Gift Baskets
- Furniture rental
- Officiant
- Entertainment
- Hair & Make-up Artists
- Transportation
- Calligraphy services

Wedding Day Management

Your Live N Lavish Events Team will be on site to coordinate the Special Day.

- Advise you of balance due and distribute any balances and gratuities on the Day Of
- Supervise vendor arrival, set up and assist with the entire flow of your special day.
- Distribute flowers
- Wedding Day emergency kit
- Review timelines with Venue, Caterer and Vendors
- Set out personal items, such as escort cards, etc.
- Coordinate ceremony
- Coordinate between musicians and venue to adhere to timeline

All planning and details will be provided by Lekita Logan.

Assigned Wedding Planner will be on site on the Day Of until the end of the Wedding.

Additional Services are available and will be priced accordingly: For example- Event Design, Wedding Decor & Linen Rentals





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PARTIAL SERVICE PLANNING Begins at \$1900

This package is our most popular package. It is designed for the bride and groom who have secured a venue and possibly even have some vendors in place. This package is for couples that want to be involved with planning but trust in our professionals to get the best rates within their budget for the rest of their vendors. We will guide you throughout the entire wedding planning process. We step in and assist you with everything else needed for your special wedding day.

Communication and Planning

- Initial site visit and review to determine vision, theme and décor, plus other site visits as necessary.
- Unlimited phone and e-mail conversation
- Wedding checklist provided
- Updates and communication during the planning stages
- We may recommend additional venues for rehearsal dinner, brunch
- We will accompany you to menu tasting, if requested.
- Décor guidance – linens, flowers, lighting, furniture, etc.
- Ceremony design
- Communication with venue
- Create Day of timelines

Vendor Referrals and Appointments

If you are in need of additional vendors, we only refer the vendors that have proven to us to be reliable and excellent in their field. However, we are also happy to work with the vendors you have chosen and you are confident in their reliability.

In addition to assisting in vendor referral...

- We will review all vendor contracts, however, please note, we are not lawyers.
- We are the primary contact for the vendors, so you are not bothered with unnecessary details
- Accompany on Floral and Décor appointments to design the space
- Provide a detailed timeline to all vendors outlining the wedding day details...this includes the scheduling of hair and makeup appointments for you, family and bridal party
- Confirm all vendors one week before the wedding
- In addition to assisting with vendor referrals, we will advise you of balances due and distribute any balances due on the "Day Of".

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Some of the vendors in a typical wedding may include:

- | | |
|---|--------------------------------------|
| - Floral and Décor | - Band |
| - Invitations & Other Printed Materials | - DJ |
| - Photography | - Singers |
| - Video | - Strings, Steel Drums, Guitar, etc. |
| - Linens, Seating, Décor | - Hair |
| - Lighting | - Make-up |
| - Cake | - Transportation |
| - Specialty and/or food vendors | - Calligraphy services |

Wedding Day Management:

On...Your Special Day..."Day Of" ...

By the time Your Special Day arrives, we have worked together to have everything in place.

This is the time for the 'On-site" Coordination, in order to put all the pieces of the puzzle together.

- We have already confirmed all the vendors, so now we are on site to insure of their prompt arrival.
- They all have our contact information, so in the unlikely event of an emergency, they will contact us and not you.
- Timelines and schedules are again distributed to photographer, videographer, band or DJ, catering manager, banquet captain.
- We are at the wedding for the duration, to be sure everything flows as designed.
- We have a "Day of" bag for emergencies
- We distribute flowers to bridal party and parents
- Escort cards, decorative items, favors, etc. are set according to plan
- Provide a final check on the location and insure lighting, set up, décor, etc are as we designed.
- Place personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets, gifts, money etc. in an area for bridal family or designated friends to be responsible for these items.

All planning, design and coordination will be by Lekita Logan.

The designated Wedding Planner on staff will remain on-site throughout the duration of The Wedding.

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MONTH OF COORDINATION SERVICES Begins at \$1450

- A month before the wedding, the Wedding Planner will review wedding details and refer additional vendors, if necessary
- Includes an on site visit before the wedding
- Initiate and maintain contact with the venue regarding the wedding. In addition, we will provide the venue with a detailed "set up sheet", including vendor names and contact information.
- Confirm the number of guests and any other information the venue may require.
- Develop timelines for ceremony and reception.
- Contact vendors, provide contact information and distribute timelines before your Wedding
- Confirm all vendors week of, and serve as the contact person on Day Of the Wedding.
- Arrive 2 hours before ceremony time and remain on site to coordinate the event
- Set up place cards and any other personal items/decor from bride and groom
- Oversee the vendors set up on the Day Of the Event.
- Insure personal flowers are delivered to bridal party before ceremony
- Perform final check of lighting, seating, etc.
- Coordinate ceremony and entry to the reception
- Coordinate the timeline of the dinner reception with the DJ, Live Entertainment and the venue
- Collect personal items of the bride and groom

DAY OF COORDINATION Begins at \$650.00

Designed for the bride and groom who have everything done, and wants to have a professional planner review all the details, oversee and coordinate the wedding on the "Day Of".

Two weeks before the wedding day, we will confirm all the vendors and the venue and, review your timeline. Wedding Planner is on site on "Day Of" to insure that everything you have planned goes according to your vision. We are on site for 7 hours. This package can include rehearsal on the day of. Rehearsals that take place before the wedding day are charged an additional fee.

This service is available to book three months or less before your wedding day.

Add an additional Wedding Planner to be on site, supervise vendors, assist with signaling in the bridal party for ceremony & reception and, assist with making sure that everything is running on schedule on the day of your Wedding for (\$300.00)