



Full Coordination-\$5,500

- Complete wedding design, to include the overall ambiance and flow of the day from the ceremony to the reception (kickoff meeting, suggestions on florals, rentals & decor, stationery & signage, timelines, layouts, etc.)
- Vision board planning
- Assistance in budget determination and breakdown and tracking of vendor invoices and payments.
- Research of vendors in each category that fit your style and budget, vendor outreach and requests for proposals, contract review and negotiation, recommendations and guidance on making your final selections.
- Unlimited communication with all vendors throughout the planning process.
- Unlimited in-person meetings, attendance at vendor appointments (schedule permitting), and unlimited communication via email/text/phone during normal business hours.
- Advice and etiquette tips.
- Updates on wedding status throughout planning process.
- Up to three (3) visits to the venue prior to the event.
- Tracking of wedding guest responses, if requested.
- Development of a detailed timeline and layout for all contracted vendors.
- Follow-up telephone calls/emails to contracted vendors prior to wedding/event day to confirm contracts, load-ins, setup, teardown and load-outs.
- On-site wedding rehearsal and rehearsal dinner management (up to five (5) hours).
- On-site wedding and reception management (up to twelve (12) hours).
- Additional event managers, on site, the day of the wedding, as deemed necessary by Lusso Della Terra.
- Setup and breakdown of all wedding decor, i.e. signage, escort cards, general decor and favors. (Items must be boxed and clearly labeled). (This does not include tables and

chairs. All tables and chairs must be setup and broken down by the venue, rental company or caterer).

- Collection and storage of all gifts and cards.
- Distribution of all vendor gratuities. (Please note, these must be in marked and sealed envelopes).

Partial Coordination -\$3,200

- Partial wedding design up to 8hrs, to include the overall ambiance and flow of the day from the ceremony to the reception (kickoff meeting, suggestions on florals, rentals & decor, stationery & signage, timelines, layouts, etc.)
- Assistance in budget determination and breakdown.
- Research of vendors in each category that fit your style and budget, and guidance on making your final selections.
- Up to two (2) in-person meetings, and unlimited communication via email/text/phone during normal business hours.
- Advice and etiquette tips.
- Up to one (1) visit to the venue prior to the event.
- Development of a detailed timeline and layout for all contracted vendors.
- Follow-up telephone calls/emails to contracted vendors prior to wedding/event day to confirm contracts, load-ins, setup, teardown and load-outs.
- On-site wedding rehearsal management (up to one (2) hour).
- On-site wedding and reception management (up to twelve (12) hours).
- Up to two (2) additional event managers, on site, the day of the wedding.
- Setup and breakdown of all wedding décor (max 4 hrs), i.e. signage, escort cards, general decor and favors. (Items must be boxed and clearly labeled. This does not include tables and chairs. All tables and chairs must be setup and broken down by the venue, rental company or caterer).
- Collection and storage of all gifts and cards.
- Distribution of all vendor gratuities. (Please note, these must be in marked and sealed envelopes)

Day of Coordination - \$1,500

- Vendor recommendations provided
- Up to one (1) in-person meetings
- 1 hour to review communication for the vendors via email/text/phone during normal business hour, prior to event 2-4 weeks.
- Advice and etiquette tips.
- Up to one (1) visit to the venue prior to the event.
- Will execute day of a detailed timeline and layout for all contracted vendors.
- On-site wedding rehearsal management (up to one (1) hour).
- On-site wedding and reception management (up to twelve (12) hours).
- Over see setup and breakdown of all wedding decor, i.e. signage, escort cards, general decor and favors. All vendors will be responsible for setup, take down and decorating. (Items must be boxed and clearly labeled). (This does not include tables and chairs. All tables and chairs must be setup and broken down by the venue, rental company or caterer).
- Collection and storage of all gifts and cards.
- Distribution of all vendor gratuities. (Please note, these must be in marked and sealed envelopes).

Note : Day of Coordination is not responsible for providing vendors booking, vendor payments, layouts, insurance, time lines, you will book all your own vendors. Day of coordinator will be the point of contact on the day of the event. Day of coordination will follow your preset timeline and will insure all vendors are on time and executing the plans for the event.

Lusso Della Terra requires a coordinator minimum day of and payment must be paid in full. Payment for coordination will be non-refundable and coordinator will not begin until paid in full.