



CURATING EXPERIENCES
THAT ELEVATE YOUR
CHERISHED MOMENTS

EVENT PACKAGES & DETAILS



Curator of Meaningful Events

MEET DEBRA QUINTYNE

Hi! I'm Debra! All the little details that seem so overwhelming right now, are exactly the details I love to manage. I am an expert event curator and designer and I have been serving my clients for years. I've built wonderful vendor relationships and know all the ins and outs of the events industry.

If you're planning an event, then I will help you clarify your vision and make your dream event come true. Whether you're looking to have an event in your hometown or you're making it a true destination adventure, I take on all the details so that you can enjoy the process and, of course, your event.

I'm excited to work with you!



WEDDING PLANNING

Your wedding should be one of the most special moments in your life. I believe in planning weddings that truly reflect the vision and love story of the couple, so that we can create an elegant event that is thoughtful for you and your guests. Cheering you on and taking care of all the details is my passion.

WEDDING PLANNING - BASIC PLANNING

Best suited for: The couple who wants someone on site the day of their wedding to coordinate all the details and keep things running smoothly.

Package Price - \$900

PRE -WEDDING DAY

- + Up to eight (8) Client / Planner virtual and face-to-face meetings
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general planning checklist
- + Produce a detailed Wedding Day Timeline
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to wedding day to all vendors for review
- + Etiquette advisement, as requested
- + Negotiate special hotel rates and room blocks for out of town guests
- + Collect wedding day items such as marriage license, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

WEDDING REHEARSAL (1 HOUR)

- + Coordinate ceremony rehearsal
- + Distribute extremely detailed wedding day timeline to wedding party, family, and attendants
- + Collect/coordinate final payment for specific vendors

WEDDING DAY

- + One assistant coordinator per 100 guests (pricing adjusted for each additional)
- + Manage the flow and timing of the ceremony and reception (until cake cutting)
- + Act as liaison between wedding party, family members, and vendor
- + Use of extensive bridal emergency kit. We'll be ready and available to solve any unexpected situations or emergencies

CEREMONY

- + Distribute bouquets and pin flowers on attendants & family members
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee set-up of the ceremony to make sure all commitments are fulfilled
- + Distribute final payments and gratuities as needed
- + Set up all ceremony décor not handled by a specific vendor (i.e., guest signing item, unity candles, programs, pictures, etc.)
- + Direct ushers with programs and seating distribution
- + Line up and cue wedding party / musicians for ceremony
- + Give marriage license to officiant & ensure wedding rings are present
- + Collect all personal wedding items and gifts and deliver to reception site or designated person

COCKTAIL HOUR & RECEPTION (SET UP THROUGH CLEAN UP)

- + Set up all reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, disposable camera, etc.)
- + Manage vendor set-up of reception and make sure all commitments are fulfilled
- + Bustle wedding gown
- + Line up and cue Bride, Groom, and wedding party for grand entrance
- + Assist band or DJ in cueing important events (i.e., grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- + Cue Bride & Groom for all important events
- + Maintain & coordinate timeline for all events during reception
- + Stay in communication with banquet staff to ensure things are going smoothly

WEDDING PLANNING - LET'S GET SERIOUS

Best suited for: The couple excited about the creative side of their wedding, such as the event design, but not sure how to make it happen on budget.

Package Price - \$1995

** Decor rentals additional and priced according to design*

PRE -WEDDING DAY

- + Up to ten (10) Client / Planner virtual and face-to-face meetings
- + Planner to attend up to six (6) virtual or face-to-face vendor meetings of your choice (e.g., DJ, florist, caterer, etc.)
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general planning checklist
- + Produce a detailed Wedding Day Timeline
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to wedding day to all vendors for review
- + Etiquette advisement, as requested
- + Negotiate special hotel rates and room blocks for out of town guests
- + Assistance with stationary wording
- + Review current budget, and help make any necessary changes, adjustments, or provide cost cutting suggestions
- + Event design, theme, and décor assistance
- + Tracking RSVPs
- + Food and beverage selection assistance
- + Assistance in arranging all transportation needs
- + Collect wedding day items such as marriage license, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

WEDDING REHEARSAL (1 HOUR)

- + Coordinate ceremony rehearsal
- + Distribute extremely detailed wedding day timeline to wedding party, family, and attendants
- + Collect/coordinate final payment for specific vendors

WEDDING DAY

- + One assistant coordinator per 100 guests (pricing adjusted for each additional)
- + Manage the flow and timing of the ceremony and reception (until cake cutting)
- + Act as liaison between wedding party, family members, and vendor
- + Use of extensive bridal emergency kit. We'll be ready and available to solve any unexpected situations or emergencies

CEREMONY

- + Distribute bouquets and pin flowers on attendants & family members
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee set-up of the ceremony to make sure all commitments are fulfilled
- + Distribute final payments and gratuities as needed
- + Set up all ceremony décor not handled by a specific vendor (i.e., guest signing item, unity candles, programs, pictures, etc.)
- + Direct ushers with programs and seating distribution
- + Line up and cue wedding party / musicians for ceremony
- + Give marriage license to officiant & ensure wedding rings are present
- + Collect all personal wedding items and gifts and deliver to reception site or designated person

COCKTAIL HOUR & RECEPTION (SET UP THROUGH CLEAN UP)

- + Set up all reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, disposable camera, etc.)
- + Manage vendor set-up of reception and make sure all commitments are fulfilled
- + Bustle wedding gown
- + Line up and cue Bride, Groom, and wedding party for grand entrance
- + Assist band or DJ in cueing important events (i.e., grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- + Cue Bride & Groom for all important events
- + Maintain & coordinate timeline for all events during reception
- + Stay in communication with banquet staff to ensure things are going smoothly

WEDDING PLANNING - THE VIP EXPERIENCE

Best suited for: The couple who wants someone to handle every step of the planning process. Basically, it includes everything you could ever need to create the wedding you love, while feeling understood and pampered throughout the preparations and actual wedding day.

Package Price - \$3950

** Decor rentals additional
and priced according to design*



WEDDING PLANNING - THE VIP EXPERIENCE

PRE -WEDDING DAY

- + Unlimited Client / Planner virtual or face-to-face meetings
- + Attend unlimited vendor virtual or face-to-face meetings
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general planning checklist
- + Produce a detailed Wedding Day Timeline
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to wedding day to all vendors for review
- + Etiquette advisement, as requested
- + Assistance with stationary wording
- + Review current budget, and help make any necessary changes, adjustments, or provide cost cutting suggestions
- + Track RSVPs
- + Food and beverage selection assistance
- + Budget construction & analysis
- + Budget management (tracking of all payments and due dates)
- + Invitations assembly and mailing (postage not included)
- + Venue research and selection after understanding vision, style and budget, schedule site visits
- + Assist with securing and finalizing details once perfect wedding location chosen
- + Full event design, theme, and concept development—feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, specialty rentals, save the dates, etc.
- + Assistance in scheduling alteration sessions with wedding planner attendance at final fitting
- + Negotiate special hotel rates and room blocks for out of town guests
- + Assistance in arranging all transportation needs
- + Favor assembly (not including cost of supplies)
- + Assemble & deliver welcome baskets / gift bags (not including cost of supplies)
- + Research activities and special events for out of town guests
- + Rehearsal dinner location research, selection, and coordination
- + Collect wedding day items such as marriage license, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

WEDDING REHEARSAL (1 HOUR)

- + Coordinate ceremony rehearsal
- + Distribute extremely detailed wedding day timeline to wedding party, family, and attendants
- + Collect/coordinate final payment for specific vendors

WEDDING DAY

- + One assistant coordinator per 100 guests (pricing adjusted for each additional)
- + Manage the flow and timing of the ceremony and reception (until cake cutting)
- + Act as liaison between wedding party, family members, and vendor
- + Use of extensive bridal emergency kit. Will be ready and available to solve any unexpected situations or emergencies

CEREMONY

- + Distribute bouquets and pin flowers on attendants & family members
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee set-up of the ceremony to make sure all commitments are fulfilled
- + Distribute final payments and gratuities as needed
- + Set up all ceremony décor not handled by a specific vendor (i.e., guest signing item, unity candles, programs, pictures, etc.)
- + Direct ushers with programs and seating distribution
- + Line up and cue wedding party / musicians for ceremony
- + Give marriage license to officiant & ensure wedding rings are present
- + Collect all personal wedding items and gifts and deliver to reception site or designated person

COCKTAIL HOUR & RECEPTION (SET UP THROUGH CLEAN UP)

- + Set up all reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, disposable camera, etc.)
- + Manage vendor set-up of reception and make sure all commitments are fulfilled
- + Bustle wedding gown
- + Line up and cue Bride, Groom, and wedding party for grand entrance
- + Assist band or DJ in cueing important events (i.e., grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- + Cue Bride & Groom for all important events
- + Maintain & coordinate timeline for all events during reception
- + Stay in communication with banquet staff to ensure things are going smoothly





LOVE NOTES

Amazing is just one word that describes the intricate care that goes into planning from Debra's Details & Design. From beginning to end, no event stone is left unturned. She will bring your thoughts and dreams into fruition and will make your event just as amazing as you envisioned. From décor, day of coordination, to the small details such as place settings and accent colors. No thought is too limited from being created and presented by Ms. Debra. She stands by her motto, "Debra's in the details." (Just looking at my pictures makes me want to get married all over again, because Debra is in EVERY detail!)

BELINDA S. | BRIDE

MILESTONE CELEBRATIONS

There are other occasions that require special recognition and attention. These are the times to pause and commemorate life's events and exemplary accomplishments. Who doesn't love being the guest of honor when they graduate, reach a celebrated birthday or anniversary, have a baby, or just because? No matter the milestone, unforgettable memories are the goal.

MILESTONE CELEBRATIONS - INTIMATE AFFAIR

Best suited for: People holding small events (up to 50 on-site guests) without compromising splendour.

This package is also well suited for the couple who has had to reschedule or downsize their wedding.

Package Price - \$750

** Decor rentals additional and priced according to design*

PRE - EVENT DAY

- + Up to ten (10) Client / Planner virtual and face-to-face meetings
- + Planner to attend up to six (6) virtual or face-to-face vendor meetings of your choice (e.g., DJ, florist, caterer, etc.)
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide an event planning checklist
- + Create a social media plan with suggestions for engaging virtual guests
- + Produce and distribute a detailed day-of event timeline
- + Provide rescheduling support as needed
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to event to all vendors for review
- + Negotiate special hotel rates and room blocks for out of town guests, if needed
- + Coordinate 1-hour ceremony rehearsal for weddings

EVENT DAY

- + One assistant coordinator
- + Manage the flow and timing of the event activities
- + Act as liaison between client, and vendors
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee event set-up
- + Assist band or DJ in cueing important events
- + Stay in communication with catering staff to ensure things are going smoothly
- + Assist with cleanup

MILESTONE CELEBRATIONS - IT'S MY PARTY

Best suited for: The person who desires to elevate their celebration from run-of-the-mill to a completely unique experience.

Package Price - \$1150

** Decor rentals additional and priced according to design*

PRE - EVENT DAY

- + Up to ten (10) Client / Planner virtual and face-to-face meetings
- + Planner to attend up to six (6) virtual or face-to-face vendor meetings of your choice (e.g., DJ, florist, caterer, etc.)
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general planning checklist
- + Produce a detailed event timeline
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to event to all vendors for review
- + Negotiate special hotel rates and room blocks for out of town guests
- + Review current budget, and help make any necessary changes, adjustments, or provide cost cutting suggestions
- + Event design, theme, and décor assistance
- + Track RSVPs
- + Food and beverage selection assistance

EVENT DAY

- + One assistant coordinator
- + Manage the flow and timing of the event activities
- + Act as liaison between client and vendors
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee event set-up
- + Assist band or DJ in cueing important events
- + Stay in communication with banquet staff to ensure things are going smoothly
- + Assist with clean up

MILESTONE CELEBRATIONS - PARTY SUPREME

Best suited for: The person who wants a customized experience + expert guidance for every single decision they make. Not only will your event be spectacular, but your anxiety level will be kept in check because you know that you have someone handling all of the details.

Package Price - \$2250

** Decor rentals additional and priced according to design*

PRE - EVENT DAY

- + Unlimited Client / Planner contact
- + Attend unlimited vendor meetings
- + Unlimited contact via e-mail
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general planning checklist
- + Produce a detailed event timeline
- + Review vendor contracts
- + Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc. with all vendors
- + Detailed timeline sent one week prior to event to all vendors for review
- + Etiquette advisement, as requested
- + Assistance with stationary wording
- + Review current budget, and help make any necessary changes, adjustments, or provide cost cutting suggestions
- + Track RSVPs
- + Food and beverage selection assistance
- + Budget construction & analysis
- + Budget management (tracking of all payments and due dates)
- + Invitations assembly and mailing (postage not included)
- + Venue research and selection after understanding vision, style and budget, schedule site visits
- + Assist with securing and finalizing details once perfect event location selected
- + Full event design, theme, and concept development—feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, specialty rentals, save the dates, etc.
- + Negotiate special hotel rates and room blocks for out of town guests
- + Assistance in arranging all transportation needs
- + Favor assembly (not including cost of suppliers)
- + Assemble & deliver welcome baskets / gift bags (not including cost of supplies)
- + Research activities and special events for out of town guests

EVENT DAY

- + One assistant coordinator
- + Manage the flow and timing of the event activities
- + Act as liaison between client and vendors
- + Direct photographer, videographer, musicians, rentals, florists, etc. of where to set up
- + Oversee event set-up and clean up
- + Assist band or DJ in cueing important events
- + Stay in communication with banquet staff to ensure things are going smoothly



LOVE NOTES

Debra is the bomb.com!! She decorated for my baby shower and went above and beyond my expectations! She followed through with everything that she said she would do and then some!! With her warm personality, she instantly feels like family!! Would absolutely use again!! Thank you so much again !!”

STACI N. | MOTHER-TO-BE

DESTINATION EVENTS

There are so many other needs that surround a big event in someone's life, and sometimes the venue of choice is overseas. Whether it is a wedding or a corporate event, travel is needed. We offer a variety of travel options through Sandals and Beaches Resorts. A few of those options include: Honeymoons, Destination Weddings, Vacations, Getaways, Corporate Retreats, Vow Renewals, and Employee Travel Bonuses.

DESTINATION EVENTS

SANDALS / BEACHES DESTINATION WEDDINGS

PRE - WEDDING DAY

- + Approximately ten (10) Client / Planner virtual and face-to-face meetings
- + Unlimited contact via e-mail
- + Provide a resorts comparison table
- + Attend all pre-wedding meetings with Sandals / Beaches wedding coordinator
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general pre-travel planning checklist
- + E-mail resort and wedding newsletters to invited guests
- + Make and confirm travel arrangements for couple and guests
- + Setup pre- and post-wedding activities/excursions for couple and guests prior to travel
- + Create itinerary and vacation schedule for all attendees

WEDDING DAY

- + Confirm all arrangements with Sandals / Beaches wedding coordinator

SANDALS / BEACHES VACATIONS AND EVENTS

PRE - EVENT ARRANGEMENTS

- + Approximately ten (10) Client / Planner virtual and face-to-face meetings
- + Unlimited contact via e-mail
- + Provide a resorts comparison table
- + Attend all vacation / event meetings with Sandals / Beaches coordinator
- + Send monthly email "check-ins" to ensure the planning is running smoothly and on track
- + Provide a general pre-travel planning checklist
- + E-mail resort and vacation / event newsletters to all potential attendees
- + Make and confirm travel arrangements for all attendees
- + Setup activities / excursions for all event attendees prior to travel
- + Create itinerary and vacation / event schedule for all attendees

DURING VACATION

- + Point of contact for all questions throughout trip

*Package Prices:
Sandals / Beaches
Resort Package Price**

** There are no Debra's Details & Designs
local consultant fees and all requested
consultant-related travel expenses
are client's responsibility.*

LOVE NOTES

Debra, owner of Debra's Details & Designs, is truly an amazing planner. Her attention to detail, as well as attention to couples and their guests really makes her stand out above the rest. I had the pleasure of working with Debra on a wedding, and she was always one step ahead of the game, which is exactly what is needed for every wedding and event. I 100% recommend Debra for any of your wedding or event planning needs!

KESISHA S. | OWNER OF K. SCOTT EVENTS

No matter the occasion, if you're planning a spectacular event, then you know that there are a ton of details to consider.

As an event curator, the details are my strong suit. If you want your anniversary, vow renewal, wedding, or milestone birthday party to go off without a hitch, book your **FREE** consultation to see how we can work together!

BOOK YOUR CONSULTATION TODAY

WWW.DEBRASDETAILSDESIGNS.COM

