



THE W EVENT PLANNING
WWW.THEWEVENTPLANNING.COM
THE_W_EVENTS
(626) 905-4882



About Us

We are Nicole and Laura Martinez -

Sisters with 8 years of industry experience in the event and party planning world.

We are certified professionals that collaborate with various venues and vendors across

Southern California area.

With changing times, we remain committed to finding safe and unique ways to continue celebrating life's special moments.

Our in-depth understanding of the wedding and event industry will help make your dreams become a reality on your special day.

We would love to hear from you and learn more about your upcoming event with a complimentary 30-minute consultation!

We are confident that we are your #1 choice to plan your next event, and we can't wait to show you!

XO, Nicole & Laura





Micro Wedding Planning

During these unprecedented times, the "micro wedding" has become more popular as we keep our loved ones safe and live by new guidelines. That doesn't mean we can't celebrate!

For weddings under 80 guests, held in a smaller intimate space such as an outdoor venue or the comfort of your own backyard.

Includes:

3 pre-wedding consultations
Creation of wedding planning checklist
Assistance in tracking budget
Venue & Vendor recommendations, negotiations and bookings
Negotiate & contract any needed hotel room blocks
2 venue walk-throughs to go over details and discuss
layout of event space
Coordinate ceremony rehearsal
Unlimited contact via email
Phone and video chats available with notice





Monthly email check-ins to ensure details are going as planned Creation or assistance with timeline and run of show on day of event Act as point person for all vendors and guests with their questions or guidance needs

Vendor management -

Coordinate load-out

Coordinate with all contracted event vendors to confirm arrival times, obtain signed contracts, insurance info, finalize counts and distribute finalized timeline

Set-up all elements of event -

Escort cards, favors, guest book, table numbers, DIY elements Coordinating pinning of boutonnieres and ensuring VIP's receive flowers Distribute any final payments or gratuities to vendors Provide wedding-day emergency kit

Package Price: \$1,000



Full Service Wedding Planning

For the couple who would like a full-time professional overseeing all aspects of their wedding day.

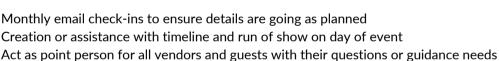
Includes:

Unlimited meetings and coordination time
Creation of wedding planning checklist
Assistance in tracking budget
Ceremony & reception venue location
Vendor recommendations, negotiations and bookings
Negotiate & contract any needed hotel room blocks
Venue walk-through to go over details and discuss
layout of event space

Assistance in ordering save-the-dates, wedding invitations and all printed materials

Tracking of guest RSVP's & specific meal counts or dietary needs

Coordinate ceremony rehearsal
Unlimited contact via email
Phone and video chats available with notice





Coordinate with all contracted event vendors to confirm arrival times, obtain signed contracts, insurance info, finalize counts and distribute finalized timeline

Set-up all elements of event –
Escort cards, favors, guest book, table numbers, DIY elements

Coordinating pinning of boutonnieres and ensuring VIP's receive flowers Distribute any final payments or gratuities to vendors Provide wedding-day emergency kit Coordinate load-out



Package Price: \$4000



Day-Of Coordination

For the couple who has completed most of their planning and is looking for a Day-Of Coordinator to execute their vision.

This package allows you to relax, enjoy and be a guest at your own event.

Includes:

Two pre-wedding consultations
Vendor recommendations
Venue walk-through to discuss details and layout of event space
Coordination of ceremony rehearsal
Unlimited contact via email
Phone and video chats available with notice
Monthly email check-ins to ensure details are going as planned
Creation or assistance with timeline and run of show on day of event
Act as point person for all vendors and guests

Vendor management – Coordinate with all contracted event vendors to confirm arrival times, obtain signed contracts, insurance info, finalize counts and distribute finalized timeline

Set-up all elements of event –
Escort cards, favors, guest book, table numbers, DIY elements

Distribute any final payments or gratuities to vendors Provide wedding-day emergency kit







Celebrations Package

From sweet 16's to baby showers, we do it all! We'll make sure your special occasion is one worth remembering.

Includes:

Day-Of Coordination for up to 6 hours

Two in-person meetings

Vendor recommendations or assistance with booking

Venue walk-through to discuss details and layout of event space

Unlimited contact via email

Phone and video chats available with notice

Monthly email check-ins to ensure details are going as planned

Creation or assistance with timeline and run of show on day of event

Act as point person for all vendors and guests

Vendor management -

Coordinate with all contracted event vendors to confirm arrival times, obtain signed contracts, insurance info,

finalize counts and distribute finalized timeline

Setup of event: linens, centerpieces, backdrop, sweets

table

Cleanup of event: decor removal, trash and linen pickup, gift load-up

Distribute any final payments or gratuities to vendors

Package Price: \$600 Additional time: \$50/hour



