

  
The W  
EVENT PLANNING



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



# The W EVENT PLANNING

## 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 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: \$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



- 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 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



Package Price: \$1500



## 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*

