

Wedding Planning Package

Amiress C. Versil, Event Manager

2013-2014



Stress-free wedding planning begins now your engagement is a special time that you should enjoy to the fullest. Don't spend it stressing out about your wedding details. We'll discuss all your ideas at length, then design a plan with a variety of options for you to consider. When you give us the go-ahead, we'll make it all happen, keeping you updated regularly, of course. You can just sit back and sample cake, taste champagne, and smell the roses.

Weddings by Amiress

USA & The Caribbean

Phone | 407-603-5905

www.weddingsbyamiress.com

Weddings by Amíress

Wedding Packages

Please initial your chosen wedding package(s) & sign the Client Agreement

Silver Package (Day-of Wedding)

(Pricing starts at \$1,500)

The Silver Package is for the bride who has done all of the planning, but wants a professional wedding coordinator to ensure that her wedding day is flawless. This package provides professional coordination for the wedding weekend, including the rehearsal, ceremony, and reception, and will ensure that all of the wedding party and family can relax and enjoy this special time.

Included in this package are 2 consultations (with one onsite at the ceremony and reception venue), vendor referrals, timeline assistance, vendor order confirmation, assistance with decorating/setup, and full event coordination.

Package Highlights...

- ✓ Initial consultation to discuss your wedding visions, ideas, and expectations
- ✓ Vendor recommendations
- ✓ Time line/schedule to help you stay on track
- ✓ Budget analysis and recommendations
- ✓ Etiquette and protocol advice as needed
- ✓ Ongoing advice and consultations as needed via email, telephone or in person
- ✓ Provide wedding day time line including vendor arrivals and deliveries
- ✓ Oversee Vendor set up
- ✓ Professional coordinator/assistant on wedding day
- ✓ Greet your guests at the reception and offer any necessary directions
- ✓ On site management from start to finish



_____ ***Silver Package (Day-of Wedding)***

Weddings by Amïress

Gold Package (Partial Wedding Planning)

(Pricing starts at \$2,500)

The *Gold Package* is for the bride who has started the planning process, but needs help finishing out the details. This package provides assistants with planning your event in addition to professional coordination for your wedding weekend. This package is typically for the bride that has become overwhelmed with the details and would like a professional planner to help finalize the planning and coordinate the wedding events.

Included in this package are 8 consultations, budget analysis, vendor referrals, table scrape design services, bridesmaids' luncheon coordination, rehearsal dinner coordination, and full event coordination.

Package Highlights...

- ✓ Style suggestions such as color choices, themes, wedding attire, and centerpiece ideas
- ✓ Ceremony and reception site design includes assistance with tabletop, linens, room layout and overall décor
- ✓ Attendance in vendor meetings and assistance in all contract negotiations
- ✓ Manage and attend rehearsals
- ✓ Linen and other rental item orders
- ✓ Wedding day set-up and full decorating services



_____ *Gold Package (Partial Wedding Planning)*

Weddings by Amïress

Diamond Package (Full Wedding Planning)

(Prices starting at \$4,000)

The *Diamond Package* provides a full service planner as well as a professional event designer to help create your vision of a perfect wedding. This package is for the bride who wants a professional planner to guide her through all the decisions of her wedding day from beginning to end. This package provides guidance for the bride who has an elaborate vision for her wedding and needs assistance making it come to life or for the bride who prefers to have someone else handling the details. This package starts with the engagement, and allows our team to help you choose the best vendors to fit your unique style. The Diamond Package allows the newly engaged couple to enjoy the planning process and let someone else take care of the rest.

Included in this package are unlimited consultations prior to the event, a professional event designer to assist in creating a theme/design for your wedding, budget creation and analysis, custom timelines, vendor referrals, vendor meeting facilitation, assistance with any do-it-yourself projects, rehearsal dinner coordination, bridesmaids' luncheon coordination, and full event coordination.

Package Highlights...

- ✓ Invitation selection, preparation, arranging and mailing
- ✓ Work with calligrapher on invitations as needed
- ✓ RSVP Service
- ✓ Assist in preparation of decorations, guest favors, and welcome gifts
- ✓ Out of town guest accommodations- including hotel reservations and transportation
- ✓ Deliver welcome bags to assigned hotel for "check-in" distribution
- ✓ Arrangements made for food and beverages to be in bride and groom's room while getting ready
- ✓ Pick up and return of rental items
- ✓ Delivery of vendor payments
- ✓ Load wedding gifts into the assigned vehicle or on site suite
- ✓ Oversee vendor clean up



_____ *Diamond Package (Full Wedding Planning)*

Weddings by Amiress

A' la Carte Package (Customized Planning)

(We will customize a package to fit your style and budget)

- ☐ Personalized Gift Basket Design and Assembly- Pricing starts at \$55.00
(Baskets and items not included in the package price)
- ☐ Personalized Gift Tote Design and Assembly- Pricing starts at \$55.00
(Totes and items not included in the package price)
- ☐ Guest Favor Design and Assembly- Pricing starts at \$100
- ☐ Design Maps/ Direction Cards- Pricing starts at \$100
- ☐ Design Menus, Signature Drink Cards, Place Cards, Table Numbers, and Reserved Seating Cards- Pricing starts at \$100
- ☐ Personalized Hair Styling & Makeup - Pricing start at \$250.00
- ☐ Dress & Tuxedo - Pricing starts at \$500.00
- ☐ Live Music - Pricing starts at \$500.00
- ☐ Flower Shower - Pricing Starts at \$65.00
- ☐ Cake & Sparkling Cider - Pricing starts at \$250.00
- ☐ Dove Release – Pricing starts at \$250.00



_____ *A' la Carte Package (Customized Planning)*

Weddings by Amïress

Ruby Package (Destination Wedding)

(Pricing Starts at \$2,500 or \$800 when purchased with another package)

The Ruby Package is for the couple planning a destination wedding that has a large majority of their guest coming in from out of town. This package includes the coordination for the wedding weekend as well as assistance with out of town guest arrangements. This package will allow the bride and groom to offer the "best of their chosen destination" to all of their guests, while still being able to relax and enjoy their wedding weekend.

Included in this package are 6 consultations, maps and timelines for out of town guests, hotel arrangements, transportation arrangements, welcome bags design and assembly, as well as weekend coordination for the rehearsal, rehearsal dinner, ceremony, and reception.



Ruby Package (Destination Wedding)

Pearl Reception Package (Reception Only)

(Pricing starts at \$1,500 or \$800 when purchased with another package)

The Pearl Reception Package is for the bride who wants a full theme or design for her wedding reception. The design starts with the invitations and can be seen throughout the entire event. This package can be for the bride who has a vision, but needs help incorporating it into the wedding reception or for the bride who has no idea where to start picking colors, designs, or themes. This package includes a professional event designer that will take your vision and create a unique signature event as well as a planner that will find you the vendors to make that vision come to life. This package includes the design element as well as the set-up at the wedding reception.

Included in this package are unlimited consultations with the event designer to discuss design and theme, floral design and décor assistance, tablescape design, menu assistance, invitation assistance, signage for your event, signature cocktail creations, maps and directions, farewell toss package, welcome bags for guests, wedding favor design and ideas, program design, and overall design development for the reception.



Pearl Reception Package

Weddings by Amíress

Additional Planning Packages

Each of the following packages include 2 meetings, venue referrals, theme and style design, decorating for the event, menu suggestions, invitation advice, assisting in choosing favors and gifts, up to 5 hours on the day of your event, and unlimited phone calls and emails.

- ☐ Rehearsal Dinner Coordination (Pricing starts at \$350)
- ☐ Post Wedding Brunch Coordination (Pricing starts at \$350)
- ☐ Bridesmaids' Luncheon Coordination (Pricing starts at \$400)
- ☐ Bridal Shower Coordination (Pricing starts at \$400)

