
ELIAS  EVENTS

SERVICES & RATES - WEDDING COORDINATOR PACKAGES

Premium Wedding Weekend Coordination

For the Bride who planned it herself

- Three - (2) Hour Meetings
- Preparation of wedding budget
- Advice on etiquette and traditions
- Review and evaluate vendor contracts
- Coordinate/confirm wedding vendors
- Create weekend schedule / detailed itinerary
- Offer creative suggestions
- Send schedules to wedding party / family members and vendors
- Final consultation to go over all details of wedding
- Attend rehearsal (will direct if necessary)
- Execute all wedding plans with family, party and guests
- Ceremony coordination including pin on flowers, setup
- Reception coordination including transporting items, bustle wedding gown, and coordinate activities
- Distribute last payments
- Direct load of all items into appropriate vehicle
- Use of emergency kit
- Return designated and agreed upon post wedding items
- Unlimited emails regarding event
- 25% discount on invitations and all other wedding accessories including programs and favors

Elite Wedding Coordination

For the Bride who wants help planning it all

- All services listed in weekend coordination, plus:
- Creation of wedding binder with comprehensive timeline
- Call to schedule vendor appointments
- Vendor Liaison
- Design Room Layout and Concept
- Hotel Room Blocks
- Bridal Portrait Attendance
- Attend vendors appointments (time/location mutually agreed upon)
- Create customized budget and wedding task list
- One-hour consulting meeting per each month prior to wedding
- Create announcements for paper
- Assist with creation of menu, floor plans, music selection and invitations and programs
- Attend one-hour finalization meeting with each vendor

Payment Policies

A non-refundable deposit in the amount of one half the total package price is due at the signing of the contract. The final payment is due at the last planning session. • Visa/MasterCard accepted (4% surcharge)
Checks are payable to Elias Events • A \$25 late fee is applied to all past due invoices and on all returned checks