



WE'LL HANDLE ALL YOUR  
WEDDING NEEDS SO YOU  
CAN CELEBRATE IN PEACE.

CONTACT US

786.383.3829

[info@velourpremierevents.com](mailto:info@velourpremierevents.com)

[www.velourpremierevents.com](http://www.velourpremierevents.com)



# ABOUT US

Velour Premier Events: Creating Unforgettable Milestones

At Velour Premier Events, we were founded on one core principle: that every event is a significant milestone in someone's life, no matter how big or small. Our team of expert planners is committed to hearing your wishes, adding our own creative flair and working together with you to make your event a reality. Whether it's a grand opening, album release, wedding, or gala, we believe in paying close attention to all the details, planning meticulously, and executing precisely. While event planning may seem simple on social media, we know that it requires a careful balance of art and science. With over 15 years of combined experience, our team is here to take the burden off your shoulders and manage every detail, right down to your social media coverage. We take care of the hard work so that you can relax and enjoy your special moment.



# SERVICES

## PARTIAL PLANNING + DESIGN

\$6,895

A wedding planning "Tailored Package" is available for those who need extra help. The package includes four face-to-face meetings to provide expertise and creativity for a perfect wedding day.

## FULL PLANNING + DESIGN

STARTING AT \$14,995

This package is designed for the couple who needs full service planning to help with each step along the way. We offer full recommendations and assistance throughout the planning process with unlimited client/planner meetings.

Payments:

\*50% due at time of booking

Remaining at 30 Days before event date

WE MAKE SURE THAT  
EVERYTHING WILL BE  
PERFECT ON YOUR  
SPECIAL DAY!

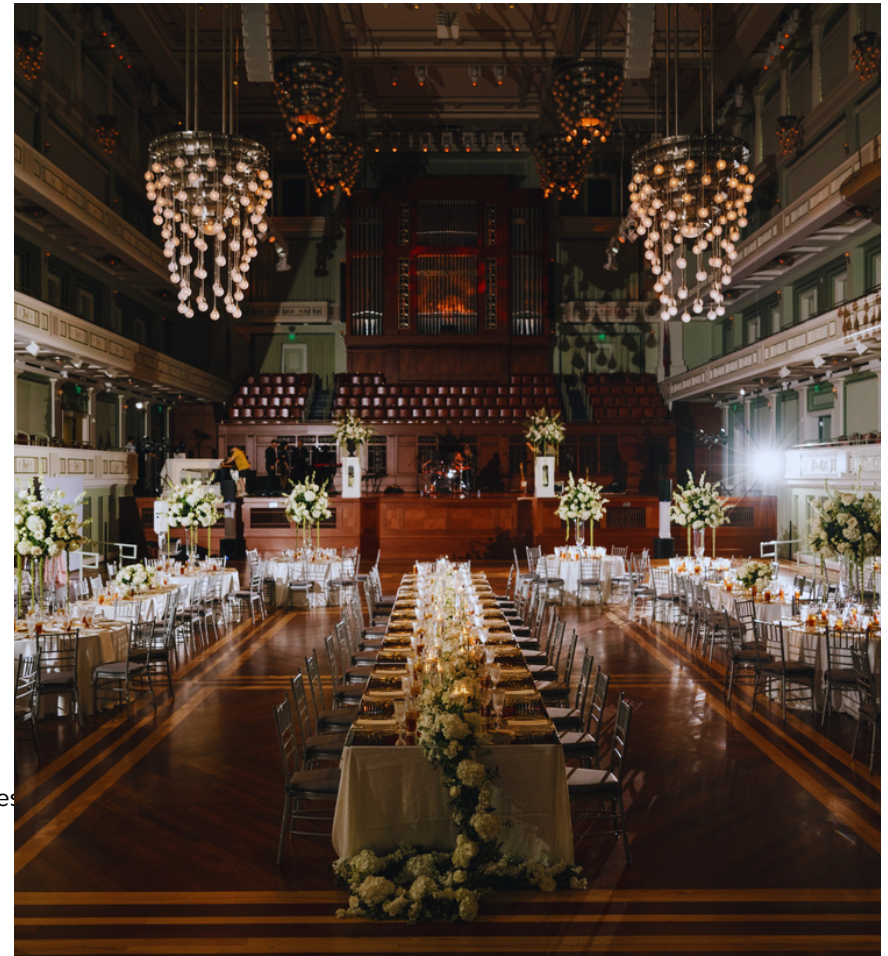
# LUXURY FULL VISION \$14,995

5% Production & Design Fee

Our "Dream Big" event planning package offers a personalized creative planning session with our Owner and Director of Events, Angelina Lopez, to turn your event vision into a reality. Our team assists with every detail, including stationary, menus, table design, linens, rentals, floral design, lighting, favors, and more.



- (15) Client / Planner Meetings - We are touching base every month on planning items!
- Vendor Recommendations
- Full Event Design; Styling, Theme and Decor according to your wedding vision
- Assistance in arranging transportation needs
- Budget Assembly, Review and Co-Management
- Access to your own online "Planning Pod" portal
- Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
- Select wedding vendors and review vendor contracts
- Provide assistance with negotiation and/or changes to vendor orders and payment schedules
- Vendor Appointment scheduling and attendance (max of 6)
- Assistance with Event Design; Styling, Theme and Decor assistance
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Production of Vendor contact list
- Wedding Rehearsal Coordination (day before or day of the event)
- All day event coverage with Velour team that includes set up and tear down and clean up
- Management of the flow and timing of ceremony and reception
- Line up and cue Bride, Groom and wedding party for Grand Entrance and Exit
- Set up any decor not handled by a specific vendor and any DIY items
- Collect/Coordinate any final payments for specific vendors
- Collect wedding day items (2 days prior to wedding or day of rehearsal)
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events as needed
- Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
- Veil steaming, placement and removal (if needed)
- Rehearsal Dinner Recommendations
- Introduction to Travel Partners to help with hotel & travel plans



BY ANGIE LOPEZ



## PARTIAL VISION \$6,895

A wedding planning "Tailored Package" is available for those who need extra help. The package includes four face-to-face meetings to provide expertise and creativity for a perfect wedding day.



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- All day Visioneer team event coverage that includes set up and tear down
  - Pre-Negotiated special hotel rates with Marriott brand hotels and accommodations for out of town guests
  - Assistance with Event Design; Styling, Theme and Décor assistance
  - (4) Client / Planner Meetings
  - Vendor Recommendations
  - Vendor Contract Review and Negotiation
  - Access to your own online "Planning Pod" portal
  - Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
  - Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
  - Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
  - Assistance with stationary verbiage
  - Rehearsal Coordination
  - Management of the flow and timing of ceremony and reception
  - Line up and cue Bride, Groom and wedding party for Grand Entrance and exit and any formalities during reception dinner
  - Set up any décor not handled by a specific vendor and any DIY items
  - Collect/Coordinate final payments for specific vendors
  - Collect wedding day items (2 days prior to wedding or day of rehearsal)
  - Cue/Assist band, DJ or entertainment for specific events
  - Assist / Cue photographer for specific events as needed
  - Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
  - Veil steaming, placement and removal (if needed)

# REHEARSAL DINNER / SPECIAL EVENT ADD-ON

\$1,895



- Vendor / Venue Recommendations
- One (1) Planner Introduction and Vendor Review Meeting
- One (1) 30-Day Event Details & Planning Review Meeting
- Event coverage with one (1) Lead Planner and one (1) Event Assistant
- Production of a Detailed Itinerary
- Access to your own online “Planning” portal
- Production of a Floor Plan Layout
- Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Review Vendor Contracts
- Set up any décor not handled by a specific vendor and any DIY items
- Collect/Coordinate final payments for specific vendors
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events \*as needed
- Collect any final vendor payments