



# Wedding

GUIDE







Founder

# Hello!

*We are Caro & Ale,*

We are here to make sure that our clients' wedding journey is smooth and unforgettable. We fuel our passion with attention to detail and hard work, but what truly drives us is our love for our clients, treating them like family every step of the way.

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# Full Coordination Package \$5,500 for up to 150 guests.



- Concept creation and design.
- Layout creation.
- Venue scouting and walk-through.
- Ceremony rehearsal.
- Vendor management.
- Assisting in ordering wedding invites, favors and printed items.
- Unlimited calls, texts and emails.
- Timeline creation and execution.
- Monitor vendors from check in to check out the day of the event.
- Set up and style wedding elements.
- Emergency kit.
- Pre and post ceremony bridal touch ups.
- Attend last dress fitting.
- Distribute vendor payments and gratuities.
- Return personal décor and gifts at the end of the evening.



# Partial Coordination Package \$3,450 for up to 150 guests.

- Layout creation.
- Venue walk-through.
- Vendor management.
- Ceremony rehearsal.
- Monthly check-ins to ensure discussed details are going as planned.
- Unlimited calls, texts and emails.
- Timeline creation and execution.
- Monitor vendors from check in to check out the day of the event.
- Set up and style wedding elements.
- Emergency kit.
- Pre and post ceremony bridal touch ups.
- Distribute vendor payments and gratuities.
- Return personal décor and gifts at the end of the evening.





# Month Coordination Package \$1,500 for up to 120 guests.

(For parties larger than 120 guests an additional planner might be needed).

- Day of coordination (**Up to** 10 hours \$95 for additional hour).
- Layout creation.
- Venue walk-through.
- Contact vendors for insurance and set up requirements (3 weeks prior to the event).
- Unlimited calls, texts and emails.
- Timeline creation and execution.
- Monitor vendors from check in to check out the day of the event.
- Set up and style wedding elements.
- Emergency kit.
- Distribute vendor payments and gratuities.
- Return personal décor and gifts at the end of the evening.





# We want to book what's next?

Once you've made the decision to collaborate with us, the next course of action is to verify all pertinent information with us so that we can draft an agreement. We will send the said agreement, along with an invoice, to you.

A 50 % deposit is required to secure the wedding date, with the remaining balance due one week prior to the event.





# Our process is easy...

01.



## Discuss

We connect to discuss availability, the different wedding packages that we offer and your vision.

02.



## Agree

An agreement must be signed and a 50% deposit must be paid to secure the date. At this point we will fully commit to execute your dream wedding day.

03.



## Relax

In a completely stress-free environment, we assist you in organizing the wedding of your dreams.





# Get Connected With Us



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SEE YOU LATER FRIEND

Thank You