

*Cortney Helaine Events*  
WEDDING & DESIGN

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SOUTHERN CALIFORNIA



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CORTNEYHELAIN.COM

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## W E L C O M E

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Hey there! Congrats on your engagement!

You're probably overwhelmed with all the wedding information out there, but don't worry, you're not alone. We are here to hopefully help make your lives a little easier during a time that is often unnecessarily stressful for a lot of couples. It doesn't have to be this way! It is our mission to make the planning process smooth, stress-free, and most of all, FUN! We take your vision and make it come to life. By selecting the very best vendors, helping design your dream wedding, creating a custom timeline & floor plans, and planning all the little details, we take care of the planning so you can concentrate on all the exciting stuff that accompanies this time of your life.

Based out of Southern California but we work with brides all over the globe. If you have a destination wedding, we love to travel!

C O R T N E Y @ C O R T N E Y H E L A I N E . C O M

P H : 9 4 9 - 2 2 8 - 1 7 0 4

*With love,*  
*Cortney Helaine*



I CAN'T IMAGINE DOING THE WEDDING  
PLANNING PROCESS WITHOUT CORTNEY!  
SHE WAS ABSOLUTELY AMAZING AND IT WAS  
100% WORTH IT TO DO THE FULL PLANNING  
SERVICE. I FELT AT EASE THROUGHOUT THE  
PROCESS BECAUSE CORTNEY WAS WITH ME  
EVERY STEP OF THE WAY TO ANSWER  
QUESTIONS AND REALLY MAKE MY VISION  
HAPPEN. OUR WEDDING WAS FLAWLESS AND I  
WAS ABLE TO RELAX AND ENJOY THE  
WEDDING DAY (AND REALLY THE ENTIRE  
WEDDING WEEKEND) BECAUSE I KNEW THAT  
CORTNEY HAD EVERYTHING READY TO GO  
AND WAS READY TO HANDLE ANYTHING  
BECAUSE SHE REALLY UNDERSTOOD WHAT I  
WANTED! THANK YOU SO MUCH TO CORTNEY  
AND HER TEAM FOR MAKING OUR WEDDING  
PERFECT!

*Hallie & Gian*

## MEET CORTNEY

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The year was 2008 and I realized I had found my dream career after volunteering to help a friend plan her wedding. After hours of research learning about blooming tea for her centerpieces, I was hooked. I knew where all my attention and focus belonged. I started by completing a degree in Hospitality and Tourism Management from San Diego State University. With an emphasis on meetings and events, I have since received 17 additional certifications to assure every event and wedding delivers an experience of lifelong memories to brides, grooms, and their loved ones. I have now worked with hundreds of clients and been continuously blessed with new planning and design adventures year after year.

My favorite part of the wedding planning process, to this day, is producing a creative experience for the couple and their guests. I love making each wedding day custom, for each and every couple. Making your wedding everything you dreamed of is what I am here to do. My team and I attend to every detail for a stress-free wedding day that floats by with joy. Your guests will know on arrival that your custom event reflects you, with details and touches that say welcome to OUR wedding!

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# S E R V I C E S

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## FULL SERVICE PLANNING

Custom budget creation	Vendor contract management
Checklist development	Handle all vendor payments
Custom wedding timeline	Vendor coordination
Event styling & consultation	Menu development
Ceremony & Reception design	Monthly planning meetings
Set up reception & ceremony decorations	Hotel Block Management
Selection of all vendors	Includes partial service planning, day-of coordination, and event design & styling packages

## PARTIAL SERVICE PLANNING

Initial consultation	Reception and ceremony design
Checklist development	Vendor recommendations
Wedding day timeline creation	Bi-monthly planning meetings
Event styling & etiquette consultation	One consultant throughout planning process

## DAY OF COORDINATION

Initial consultation	Professional direction during ceremony
Wedding day timeline creation	Coordinate ceremony and reception setup
Vendor confirmation	One consultant onsite for ten hours

## EVENT DESIGN & STYLING

Initial consultation	Linen selection
Venue selection	Tablescape design
Vendor referrals	Lighting coordination
Concept & inspiration development	Coordinate custom installations
Floral design recommendations	Coordinate décor and furniture rentals

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These are our top service category features. A full list is available within your contract.



## SERVICES PRICING

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*We offer a variety of collections to fit every style.*

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O 1 .	O 2 .	O 3 .	O 4 .
<i>Full Service Design &amp; Planning</i>	<i>Partial Service Planning</i>	<i>Day of Coordination</i>	<i>Event Design &amp; Styling</i>
<i>10,500 - 15,000</i>	<i>6500 - 9500</i>	<i>2200 - 4200</i>	<i>2500 - 4000</i>

Our Full Planning, Partial Planning, and Event Design and Styling packages have management fees for catering, bar, florals, and rentals.

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### A LA CARTE

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Establish and manage planning timeline with reminders - 300	
Scout/research vendors to fit your style and budget - 150 +	
Oversee the design of event branding items (save the dates, invitations, etc) - 525	
Identify hotel accommodations & find block room rates for out-of-town guests - 225	
Coordinate transportation for guests and/or getaway vehicle for bride and groom - 200	
Welcome bags - design, purchase, assemble, and deliver - 250 +	
Ceremony coordination at a different location - 250	
Coordination of Engagement parties, showers, or luncheons -600	
Additional vendor meetings - 225	Additional event styling - 150 / hour
Additional consultation hours - 250 +	Additional planners - 550
Event design, style, & color scheme - 750 +	Additional assistants -250- 350
Selection of wedding party attire - 375	Rehearsal dinner coordination - 450
Coordinate hair and make-up schedule - 150	Wedding Morning Asistant - 400

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*Eliminate unnecessary wedding stress by working  
with a professional planner.*





## WHAT TO EXPECT

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### FULL SERVICE EVENT DESIGN & PLANNING

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When it comes to managing contracts & making sure all the vendors are in-sync, we have you covered. What about the actual look of your special occasion, though?

In addition to planning your event, we'll also design it! From hand-selecting your creative team & designing mood boards to setting up and styling all the design elements, we are with you every step of the way. If you have diverse taste, are stumped on how to put everything together, or you simply need someone to release your inner style, we've got you covered! It is our goal to make sure every aspect of your wedding or event is infused with your unique personality.

As you browse for inspiration, you will probably be curious as to if and how it is possible to pull off a gorgeous & elaborate event within your budget. The answer is YES, it is entirely possible, so don't fret - you have experts on your team to guide you through this process! By no means are you in this alone. As your stylists, it is our job to bring your ideas to life.

Each wedding we design is different from the next. We have access to a host of suppliers with vintage as well as unique accessories and work with a fabulous floral team to create stunning bouquets, centerpieces and decor to help you achieve the look you've always dreamed of. If you love antique furniture and details, we can work with you to find the perfect vintage rentals to match your vision and budget. We have all kinds of magic styling tools up our sleeves!

Whether you picture a laid back wedding on the beach or a black tie affair, we can create any look from scratch and love a challenge - especially if it glitters or is extra romantic!

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*We team up with the wedding industry's best vendors to find the perfect suppliers, products, & services for your big day.*

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## WHAT TO EXPECT

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### PLANNING

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This service can include everything from planning, styling, and coordinating for those who desire complete management of their big day. From the invitations to your getaway car, we put together an elite team of professionals to make sure everything is exactly how YOU want it. With unlimited face-to-face meetings & phone calls, we help you select all vendors, discuss & manage a budget, and assist with styling the wedding of your dreams.

Your coordinator will also handle communication between the venue, caterer, DJ, photographer, and the couples' parents to ease any unwanted anxiety as all the details come together.

### COORDINATING

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For couples who have already planned out their wedding, our trained and experienced wedding coordinators are available to make sure your plans get facilitated without a hitch!

About 3 months prior to your wedding, your coordinator will begin familiarizing themselves with your wedding plans. Normally, 1-2 meetings are needed to go over your itinerary and last-minute details. On the wedding day, we ensure that your plans are carried out smoothly and discreetly handle any problems that may arise.

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*My now husband and I are both resident physicians and looking back it's so hilarious to think how lost we would have been if it weren't for her knowledge. She made my life 1000x easier and addresses and fixes problems that you didn't even know or think you would have in a wedding. She always responded to us quickly and I know she saved us hours and hours of time by how helpful she was coordinating things for us. I must have changed my mind a hundred times regarding the decor or design of our wedding, and she immediately rolled with the punches and did everything possible to make all of that happen.*

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## F A Q

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*You have questions. We have answers.*

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### WHAT'S THE AVERAGE COST OF THE WEDDINGS YOU PLAN?

We work with couples of various budgets and are always happy to gauge whether or not we are within your price range before an initial consultation. Our wedding planning services start at \$2200 and go up from there. The average weddings we work on have a \$400-\$2000 per person budget for the overall wedding.

### HOW MANY WEDDINGS HAVE YOU PLANNED?

With over 15 years of experience and approximately 700 weddings & events under our belts, we are highly experienced in our industry and are prepared for any situation that might come up during the planning process!

### WILL YOU HANDLE OUR CONTRACTS AND VENDOR PAYMENTS?

Depending on your needs, our full service planning package does offer contract and payment management for all vendors.

### WILL WE GET FEATURED IN A MAGAZINE OR BLOG?

Although many of our sessions do get featured, this is not something that is guaranteed. Most publishers are interested in colorful, uniquely designed weddings!

### WHAT ARE MANAGEMENT PERCENTAGES

Often planners charge a percentage of the overall wedding in addition to their production fee. We have always felt that we should only charge based on the areas we are heavily involved in for full and partial planning: catering, florals, and outside rentals. Let us know if you would like more explanation on these categories and what they entail.

### DO YOU HAVE A LIST OF PREFERRED VENDORS TO USE?

We sure do! From wedding photographers to florists and caterers, we've worked with some of the best companies in the industry & would love to share their information with you!

## F A Q

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*Send us a message. We are always happy to help!*

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### DO YOU TRAVEL FOR DESTINATION WEDDINGS?

Of course! We love to travel and have plenty of experience planning weddings outside our zip code. We have coordinated weddings in Mexico, Hawaii, and San Francisco, just to name a few. Destination weddings are some of our favorite events to plan!

### HOW DO YOU DEAL WITH WEDDING DAY DISASTERS?

With over fifteen years of experience, we always make sure there is a back-up plan for every situation. By staying organized and maintaining clear communication throughout the planning process, we do our best to eliminate issues before they arise.

### HOW MANY MEETINGS WILL WE HAVE?

#### DO YOU COME WITH US TO ALL OF OUR RELEVANT MEETINGS?

Depending on your needs, we will work with you to maintain communication via in-person meetings as well as phone consultations to ensure that we are always on the same page. Our planners attend all final details meetings with the venue to ensure the wedding day details are set and finalized.

### HOW MANY PEOPLE ON YOUR STAFF WILL BE AT THE WEDDING?

This greatly depends on the logistics & budget of your event, but you will always have at least one on-site planner and one assistant the day of your wedding.

### HOW DO WE RESERVE OUR WEDDING DATE?

Let us know when you're getting married, and we will let you know immediately whether or not we are available. A non-refundable retainer and signed contract are due in order to secure your date. If you haven't narrowed down a date yet, we can help! It helps to have 2-3 dates in mind before deciding on your venue & other vendors.

I LOVE, LOVE, LOVED HAVING CORTNEY AS OUR WEDDING PLANNER. I WAS LIVING OUTSIDE OF SOUTHERN CALIFORNIA DURING WEDDING PLANNING. BUT EVERY TIME I FLEW INTO TOWN, CORTNEY WAS SUPER ORGANIZED IN PLANNING OUR DAYS. SHE SCHEDULED ALL OF MY APPOINTMENTS SO THAT WE COULD OUR MEET DEADLINES BEFORE I LEFT. WHEN I ASKED FOR ADVICE, SHE ALWAYS GAVE ME HER HONEST OPINION, AND NEVER LET ME SPEND TOO MUCH FOR SOMETHING. I REALLY APPRECIATED THAT! AFTER GETTING TO KNOW HER FOR ~1 YEAR, SHE GENUINELY HAD OUR BEST INTERESTS AT HEART AND WENT OUT OF HER WAY TO ENSURING WE WERE HAPPY WITH OUR DECISIONS. SHE REALLY TOOK CARE OF US! SHE COORDINATED WITH ALL THE VENDORS SO I NEVER HAD TO DO MUCH OF ANYTHING, EXCEPT SAYING "YES" OR "NO" TO QUESTIONS! AND, ALL OF THE VENDORS WE MET ALWAYS COMPLIMENTED ON HOW GREAT AND PROFESSIONAL CORTNEY IS, AND THAT SHE REALLY KNOWS HER STUFF! SHE HAD PLANNED WEDDINGS AT CASA ROMANTICA A MILLION TIMES SO I TRUSTED HER 100%. LASTLY, ON THE DAY OF THE WEDDING, SHE AND HER CREW MADE SURE WE WERE PUNCTUAL WITH OUR SCHEDULE, WHICH ALLOWED MIKE AND I TO REALLY ENJOY OUR WEDDING! WE HAVE ABSOLUTELY NOTHING TO WORRY ABOUT, BECAUSE CORTNEY AND HER TEAM TOOK CARE OF EVERYTHING. WE APPARENTLY HAD LAST-MINUTE FAMILY WEDDING CRASHERS THAT I DIDN'T EVEN KNOW ABOUT UNTIL AFTER THE WEDDING. THIS WAS BECAUSE CORTNEY TOOK CARE OF IT! AND CREATED A SEPARATE TABLE FOR THEM LAST MINUTE! AND SHE ALSO MADE SURE MIKE AND I ATE AT THE WEDDING. AT THE END OF THE NIGHT, SHE TOOK CARE OF BRINGING ALL OF OUR DECORATIONS AND BELONGINGS BACK TO OUR PLACE. SHE ALSO HELPED IN DISTRIBUTING ALL OF OUR TIPS. OUR WEDDING TRULY FELT MAGICAL, AND MANY OF OUR GUESTS STILL SAY HOW MUCH FUN THEY HAD. SO THANK YOU CORTNEY FOR MAKING SURE OUR DAY WAS SPECIAL, WITHOUT ANY OF THE WORRIES. WE LOVE HER!

*Christina & Mike*



## DETAILS

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### IMPORTANT THINGS TO KNOW

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#### *Payment*

A signed contract & non-refundable retainer of 33% of the total package price is required to secure your date. Any management percentage fees are due upon billing. The remaining planning balance, if broken up into at least two additional payments with the final payment being due 8 weeks before the event. All payments can be in-person or electronically, which allows for credit cards & bank transfers.

#### *Cancellations*

After signing your contract, all changes must be made in writing and signed by both parties to be effective. Any monies paid at the time of cancellation are forfeited.

Date change options are available.

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*We are your go-to experts and are here to guide you through the ups and downs of planning a wedding. It is our job to take care of the boring details so you don't have to!*

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### LOVE NOTE FROM A BRIDE

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EVERYONE AROUND ME WAS SO SURPRISED I WAS SO CALM AND COLLECTED DURING MY WHOLE WEDDING PLANNING PROCESS. BUT THE TRUTH IS, I HAD AN AMAZING WEDDING COORDINATOR WHO DID MOST OF THE HEAVY LIFTING. I REALLY LIKED JUST BOUNCING IDEAS OFF OF CORTNEY AND REALLY VALUED HER ADVICE. SHE IS SUPER FAMILIAR AND HAS A GREAT REPO WITH SOME AMAZING VENDORS THAT WE WERE LUCKY TO BOOK. ALSO, OUR WEDDING DAY WAS AMAZING AND I DID NOT HAVE TO WORRY ABOUT ANYTHING.

*Amy & Tim*



LET'S CHAT!

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*If you have any questions, please get in touch.*

*We look forward to hearing from you!*