



redefining events

DAY OF WEDDING COORDINATION

PARTIAL WEDDING PLANNING

FULL SERVICE WEDDING PLANNING

Each Wedding Planning Package Includes

- Immediate access to NJEC's custom wedding planning templates. To include ceremony logistics, reception detail document, seating chart, guest list tracking, budgeting, photography shot list, and vendor details.
- Scheduled calls, emails & text consultations
- Vendor Referrals
- Vendor contract review
- Create & Develop Full Wedding Day Logistical timeline with all vendors
- Ceremony & Reception layout creation
- Confirm all vendor logistics & details with each wedding vendor at least 2 weeks prior to wedding date
- 2-hour final detail meeting
- Attend final vendor meetings with venue & catering
- One hour ceremony rehearsal

Wedding Planning Packages Range from
\$2,500 - \$6,000

We offer Seasonal Discounts +
VIP Venue Discounts!

Schedule your free consultation today!
hello@njeventcollective.com



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Event Collective



YOUR WEDDING DAY

Day of Wedding Coordination

1 Lead Planner on site for 9 hours

Partial Wedding Planning

1 Lead Planner + 1 Assistant Planner on site for 10 hours

Full-Service Wedding Planning

1 Lead Planner + 2 Assistant Planners on site for 12 hours

Our Team will;

- Execute your custom day of detailed logistical timeline guiding you through your day
- Coordinate each vendors load in & setup
- Oversee food & beverage service times, setup & execution
- Setup of any of your own decor items (Welcome table, favors, menus ext...)
- Ceremony Management
- Event design execution
- Pack and return personal decor & gifts at end of night
- Distribute vendor gratuities

ADDITIONAL PLANNING WITH EACH SUITE

Day of Wedding Coordination

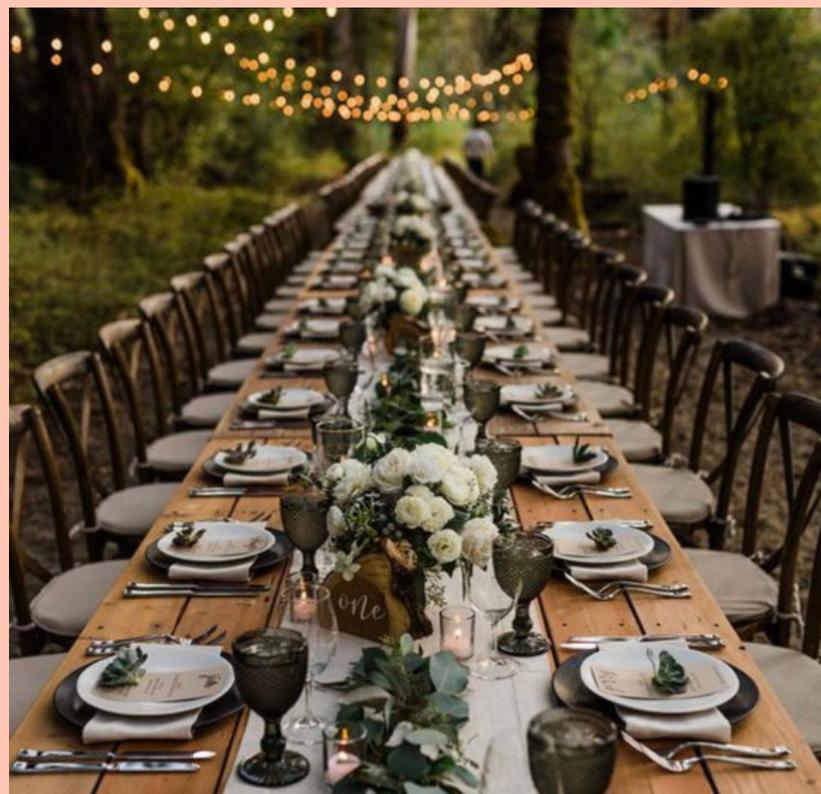
- Detailed planning begins 45 days prior to wedding date

Partial Wedding Planning Suite

- Detailed planning begins 180 days prior to wedding date
- Auxiliary Vendor vetting & assistance with contracting
- Attend auxiliary vendor meetings with couple
- Assist in wedding website creation
- Check in call scheduled every 45 days leading up to wedding date

FULL-SERVICE Wedding Planning Suite

- Detailed planning begins the day your contract is signed!
- Design deck curation - brining your wedding vision to life!
- Venue sourcing, tours, vetting & contracting
- Vendor referrals, exclusive pricing, contract review, package negotiations, payment management, tastings, site visits & coordination
- Up to 3 venue & vendor tours/meeting
- Develop wedding vision & execution plan
- Attend vendor consultations & meetings
- Check in call scheduled every 40 days leading up to wedding date.



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READY TO BOOK?
WHAT'S NEXT?

After your contract is signed & the retainer has been received your date is secured!

You will receive an email from our team that will include;

1. Schedule your NJEC on boarding meeting - this is a 2 hour zoom call with our planners to discuss where you are in planning, your wedding vision and how our team can best be of service.

- One week after the meeting you will receive a task list and priority of items to tackle in the coming months.

2. Google Drive link to upload any secured vendor contracts, Wedding inspiration folder for images/screenshots/Pinterest links to your wedding vision and vibes.

3. Google drive link to your planning suite where your detailed document templates live, this is where your task lists, vendor information, timeline, wedding day logistics décor plan as well as list of meetings and check in calls during your planning journey.

After our initial onboarding call you will have the opportunity to schedule check in calls (frequency based on your planning package) to ensure you are staying on track and you have the planning support until your big day!

LET'S START
PLANNING TODAY!

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480.601.7528