



# Paper Jewels Events

weddings + events + management



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





# Hello there!



Paper Jewels Events is a professional wedding and event design service based in sunny San Diego! We strive to develop a personal connection with every client, gaining an authentic understanding of your individual style, taste, and budget. Paper Jewels Events has experience planning a wide array of wedding styles including destination weddings, elopements, military weddings and cultural celebrations.

My personal event planning resume extends over 24 years and also includes Corporate Galas, Non-Profit Fundraisers, extravagant Private Celebrations and nearly 200 weddings since 2015. I'm incredibly organized, have a natural creative streak and my attention to detail is second to none. You can count on and professionalism and transparency from beginning to end.

It truly does take a village to create amazing events and I believe ours is the best! Each member of the PJE Team has a background in event planning and execution with unique skillsets that cover all the bases. Our team of rock stars go above and beyond every time!

Life's celebrations are a very personal time in our lives, and I know firsthand how overwhelming it can be to take these on. It's our priority to provide you with the peace of mind knowing that when it comes to your wedding day, all the details are being managed with great care and love by our team.

Now ... let's get this party started!

Cheers!

*Krista Burroughs*

Lead Planner & Owner



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# Our unique approach

With over 24 years of experience, let's just say we've learned a few things along the way! We believe in complete transparency and will always provide an honest and professional assistance. These are some unique practices that make us a **diamond in the rough** ...

## 1

Our exclusive **Phase-Based Planning** approach helps make the overall process more manageable and less stressful for our couples. We work with you continually throughout the planning timeline to ensure tasks are completed as scheduled and that nothing is falling through the cracks.

## 2

We create a personalized **Wedding Concierge Portal** for every couple! This serves as safe keeping for all the wedding-related details needed to execute a perfect day. It's easy to navigate, helps us both stay organized and puts our collaborative process into practice.

## 3

We've curated our very own **Crown Jewels Collective** as a way to share some pretty awesome professional vendors we've had the pleasure of working with over the years. These are "tried and true" and committed to a high-quality, professional experience for both you and your guests. We'll connect you directly to the vendors to streamline this process and get your Vendor Dream Team locked in quickly.

## 4

Our comprehensive **Planning & Coordination packages** are specially designed for each phase of the planning process and can be tailored to your specific needs.

Planning your wedding should be enjoyable and we want you going into your wedding day feeling excited and ready to take on the next chapter of your lives together!





# MARQUIS

## Wedding Event Management

This is best suited for the couple who has done all the planning and vendor selection but needs assistance with the last-minute details and tying it all together. Commonly referred to as “Month-of Coordination”.

### Phase 1 ~ Onboarding

2-3 months before the wedding day

- Collaboration Meeting
- Vendor Referral Introductions
- Venue Tour
- Wedding Concierge

### Phase 2 ~ Design + Details

1-2 months before the wedding day

- Check-in Phone Meeting
- Venue Coordination
  - Design/Layout
  - Insurance Details
  - Timeline Review
- Vendor Coordination
  - Venue Insurance Details
  - Wedding Day Logistics
- Wedding Day Timeline
  - Comprehensive + detailed
  - Collaborate with vendors

### Phase 3 ~ Reconciliation

1-2 weeks before the wedding day

- Final Details Phone Meeting
  - Review Timeline
  - Vendor Schedule
  - Venue Logistics
  - Personal Décor Details
- Administrative Support
- Facilitate Wedding Rehearsal

### Wedding Day Management

- 10 hours of service on your wedding day with (1) Lead/Associate Planner and up to (2) Wedding Assistants
- Manage and execute the schedule for the event
- Identify and remedy any problems or emergencies that may arise
- Remain easily accessible through the wedding day as scheduled

### Pre-Wedding Management

- Oversee and facilitate set-up of the event
- Manage all overall wedding day activities
- Vendor coordination throughout the wedding to ensure timeline awareness and seamless execution

### Ceremony Management

- Coordinate wedding party line-up and duties
- Cue musicians/DJ when the ceremony is ready to begin
- Gather family and special guests for photos after the Ceremony

### Reception Management

- Greet guests as they arrive and provide direction
- Work closely with catering staff to confirm the service timeline and ensure meal service is smooth and timely
- Coordinate with other vendors throughout the event regarding scheduled events and announcements
- Secure the client's personal items at the end of the event
- Ensure that space meets the satisfaction of the venue after guests have departed

Investment  
\$2,150



# RADIANT

## Partial Wedding Planning

Designed for the couple who has started some of the planning, but still needs assistance with vendor outreach, scheduling consultations and overall event design to get everything in order for the big day!

## Phase 1 ~ Onboarding

9-12 months before the wedding day

- Initial Planning Meeting
- Venue Tour
- Wedding Concierge
- Wedding Planning Timeline + Task List
- Vendor Management
  - Customized Referral List
  - Vendor Outreach + Introductions
  - Contract Review
- Collaboration Meetings

## Phase 2 ~ Design + Details

4-8 months before the wedding day

- Progress Planning Meeting
- Venue Coordination
- Vendor Coordination
- Wedding Styling Details
  - Finalize aesthetic + décor
  - Design + styling guidance

### Phase 3 ~ Reconciliation

1-3 months before the wedding day

- Progress Planning Meeting
- Venue Coordination
  - Design/Layout
  - Insurance Details
  - Timeline Review
- Vendor Coordination
  - Venue Insurance Details
  - Wedding Day Logistics
- Wedding Day Timeline
  - Comprehensive + detailed
  - Collaborate with vendors
- Final Details Phone Meeting
  - Review Timeline
  - Vendor Schedule
  - Venue Logistics
  - Personal Décor Details
- Facilitate Wedding Rehearsal

## Wedding Day Management

- 10 hours of service on your wedding day with (1) Lead Planner and (2) Wedding Assistants
- Manage and execute the schedule for the event
- Identify and remedy any problems or emergencies that may arise
- Remain easily accessible through the wedding day as scheduled

## Pre-Wedding Management

- Oversee and facilitate set-up of the event
- Manage all overall wedding day activities
- Vendor coordination throughout the wedding to ensure timeline awareness and seamless execution

## Ceremony Management

- Coordinate wedding party line-up and duties
- Cue musicians/DJ when the ceremony is ready to begin
- Gather family and special guests for photos after the Ceremony

## Reception Management

- o Greet guests as they arrive and provide direction
- o Work closely with catering staff to confirm the service timeline and ensure meal service is smooth and timely
- o Coordinate with other vendors throughout the event regarding scheduled events and announcements
- o Secure the client's personal items at the end of the event
- o Ensure that space meets the satisfaction of the venue after guests have departed

Investment ~ \$3,650



# BRILLIANT

## Full Wedding Planning

Ideal for the couple who is feeling overwhelmed, has done little or none of the planning and needs a great deal of guidance with venue selection, vendor outreach and collaboration, event design and management and overall wedding planning.

### Phase 1 ~ Onboarding

9-12+ mo. before the wedding day

- Initial Planning Meeting
- Venue Scouting + Tours
- Wedding Concierge
- Wedding Planning Timeline + Task List
- Vendor Management
  - Customized Referral List
  - Vendor Outreach + Introductions
  - Contract Review
- Wedding Inspiration Blueprint
  - Visual compilation of the wedding style + design
- Create Wedding Website
- Wedding Budget Worksheet
  - Prioritize Vendor needs
  - Establish budget guidelines
- Monthly Check-in Meetings

### Phase 2 ~ Design + Details

4-6 months before the wedding day

- Progress Planning Meetings
- Venue Coordination
- Vendor Coordination
- Wedding Styling Details
  - Finalize aesthetic + décor
  - Design + styling guidance
  - Table Design Mock-up



### Wedding Day Management

- 10 hours of service on your wedding day with (1) Lead Planner and (2) Wedding Assistants
- Manage and execute the schedule for the event
- Identify and remedy any problems or emergencies that may arise
- Remain easily accessible through the wedding day as scheduled

### Pre-Wedding Management

- Oversee and facilitate set-up of the event
- Manage all overall wedding day activities
- Vendor coordination throughout the wedding to ensure timeline awareness and seamless execution

### Ceremony Management

- Coordinate wedding party line-up and duties
- Cue musicians/DJ when the ceremony is ready to begin
- Gather family and special guests for photos after the Ceremony

### Reception Management

- Greet guests as they arrive and provide direction
- Work closely with catering staff to confirm the service timeline and ensure meal service is smooth and timely
- Coordinate with other vendors throughout the event regarding scheduled events and announcements
- Secure the client's personal items at the end of the event
- Ensure that space meets the satisfaction of the venue after guests have departed

### Phase 3 ~ Reconciliation

1-3 months before the wedding day

- Progress Planning Meeting
- Venue Coordination
  - Design/Layout
  - Insurance Details
  - Timeline Review
- Vendor Coordination
  - Venue Insurance Details
  - Wedding Day Logistics
- Wedding Day Timeline
  - Comprehensive + detailed
  - Collaborate with vendors
- Guest Management
  - RSVP oversight
  - Seating arrangements + meal selection coord.
- Final Details Phone Meeting
- Facilitate Wedding Rehearsal

Investment ~ \$6,850+

Additional fees apply to weddings with multiple event sites or additional services not specified. Fee for wedding budgets of \$75K+ is a flat rate of 10% the final budget amount.





## A few more details

A **Booking Fee** is required to secure Planning or Coordination Services and lock in your wedding on our calendar. The remaining contract payments will align with the planning phase and be detailed in the Payment Schedule provided in a formal contract.

We happily offer discounted package fees for **Military Service Members and First Responders** – just a small token of our appreciation for your service.

**Referrals are the best!** Being recommended is the greatest compliment and truly means the world to us! If you were referred to Paper Jewels Events, please let us know who we can extend a heartfelt thank you to.



## What's next

**Let's chat!** Reach out – call, text, email, whatever you prefer – and we'll schedule a complimentary phone consultation so we can learn more about your thoughts and ideas for the big day and determine the best way we can provide support to navigate the planning process and get you down the aisle seamlessly.

We're so excited for you and are looking forward to hearing from you soon!



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