

TONE EVENTS

PLANNING & DESIGN

2025 - 2026 Planning Packages & Services

Thank you for considering the Tone Events to be a part of your day! Our top goal is to ensure you enjoy the process of planning a beautiful and customized celebration for your favorite people. We will guide you throughout the entirety of the planning process -- creating an unforgettable party while eliminating stress.

FINAL DETAILS & LOGISTICS

This service is the base package to which all other services are added. This package includes a personalized Wedding Planning Task List upon booking and up to 12 hours of contracted time with your Lead Planner on the Wedding Day.

45-Days Out - Beginning at \$5,000 | 90-Days Out - Beginning at \$7,500

45 / 90-DAYS OUT

- We Create a Master Timeline for the Wedding Day by working closely with your caterer/venue to ensure no detail is missed
- Create diagram(s) for the ceremony, cocktail hour, and reception
- Communicate with all vendors to ensure their contracted services fit within the Master Timeline and account for all rental items needed for their arrangements
- Schedule a walkthrough meeting at the venue for client
- Confirm that all vendors have adequate power requirements
- Review entertainment's technical and hospitality riders
- Confirm all ceremony-related elements with the Officiant
- Confirm all vendors three weeks before the Wedding Day by providing final diagram(s), Master Timeline, and detailed loading/unloading instructions
- Create a Bridal Party + VIP timeline
- Create a processional and recessional order for the Ceremony
- Collect all Certificates of Insurance from contracted vendors
- Send client detailed vendor gratuity guideline

DAY OF

- Oversee the entirety of the vendor setup and breakdown to guarantee they are performing as agreed in the contract and are adhering to the Master Timeline
- Ensure all vendors are abiding by the venue specific rules
- Serve as day of contact for all vendors
- Ensure that the design plan is executed
- Review and check all rental quantities upon their arrival
- Oversee beauty schedule and maintain Bridal Party promptness
- Coordinate with band/DJ to prompt for any announcements
- Aid with the photography shot list ensuring that this portion of the day goes smoothly
- Manage all guest and VIP transportation and be the primary point of contact for the drivers
- Placement of all ceremony and reception items (i.e. Guest book, programs, menus, signage, escort cards, table numbers, etc.)
- Distribute any final vendor payments and gratuities
- Pack up all client items and ensure that they are safely returned
- Direct and coordinate ceremony rehearsal
- Provide a Wedding Day emergency kit

A LA CARTE SERVICES

FINANCIALS

Budget Analysis

We meet to discuss your wedding priorities. Once a comfortable estimate has been determined, a thorough budget will be itemized, encompassing all specific cost categories.

Payment Tracking

We update the budget as the event progresses and provide suggestions to aid in remaining within the initial budget. We track all vendor payments and send reminders in advance of payment due dates. This service is an add-on to the Budget analysis.

VENDOR TEAM

Base Recommended Vendors

We will have a meeting to discuss your preferred vendor teams, priorities, and approximate budget per vendor. The next step will be to curate a personalized list of two to four recommended vendors per category.

Elite Recommended Vendors

We contact each recommended vendor to confirm their availability and pricing prior to presenting each to the client. Our company remains the liaison between the client and the vendors throughout the entirety of the planning process.

Catering Assistance

We will assist with menu and bar selections, and also, review the final banquet event order and make necessary edits. This service includes attending one tasting meeting for food selection.

GUEST EXPERIENCE

Hotel Block Management

We will aid in booking accommodations for your guests by obtaining up to four hotel room block rates and contracts. Throughout the planning process, we send rooming list updates and cut-off date reminders. Presenting options for the Bride's getting ready accommodations can be added to this service.

Transportation

We will obtain up to two quotes from transportation companies for mass shuttle transportation. This also includes obtaining quotes for VIP private transportation as well as a send-off vehicle. We will create a transportation schedule that fits within your Wedding Day timeline and manage it on the day.

*Price dependent on venue and requirements.

Beauty

Once your beauty team is booked, we will schedule hair and make-up for the Bride and Bridal Party. This includes scheduling hair and make-up trials for the Bride.

Collecting RSVPs

We will manage the client's guest list and track RSVP responses - capturing menu selections, and tracking accommodation details when applicable.

Welcome Gifts

Our team can design, order, assemble, and distribute gift bags to their designated locations.

*Price dependent on venue and requirements.

DECOR PACKAGE

Design Strategy Consulting brings all aspects of the event's design together cohesively. We collaborate with the client to create a detailed design board which showcases inspiration, visual imagery, and our expert recommendations for all aspects of the event's design. It will highlight details related to the color scheme, floral variety, tablescape décor, rental items, etc.

Rentals

We will source all of the necessary rental items and manage the in-house rentals in order to complete the event design. If necessary, we will attend one rental meeting to better visualize and select the items. We will adjust the order to reflect fluctuations in the final guest count.

Florals

We will attend a floral team interview where we will communicate the previously proposed design plans and venue layouts to the floral designer. We will include specific floral varieties, desired bouquet components, décor, etc., that will create the most impact on your day.

Lighting

Tone Events will work with an event lighting company to illuminate the space, highlight the decor and venue's architecture. We also determine the essential functional lighting for your vendors as well as your guests. If necessary, we will schedule a walkthrough of the venue with the contracted lighting company.

Base Stationery Design

Within the Design Board presentation, we will include design inspiration for all event paperie. This will include save the dates, invitation suites, ceremony programs, menus, escort cards, day of signage, etc. We also ensure that all of your Wedding Day stationery components are covered.

Elite Stationery Design (Add-On to Above)

After the Base Stationery Design has been approved, we will assist throughout the entirety of the paperie design process. This includes attending a stationery consultation to discuss your save the dates and invitation suites. We collaborate with the client and are involved in all correspondence throughout the process.

Mock Set Up

We and your décor team will bring everything to life during an in-person meeting! We will set one table as it will be on the Wedding Day. *Vendor costs may be an additional charge

ANCILLARY EVENT SERVICES

Please inquire for custom pricing and package specifics.

Engagement Party

Welcome Party

Bridal Shower

After Party

Rehearsal Dinner

Farewell Brunch

TOASTS TO THE COMPANY

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The attention to detail and eagerness to do whatever they can to help are truly amazing qualities - and exactly what you hope to find to help manage the (fun) chaos leading up to your wedding day!

Their team did not miss a beat - and the day flowed so seamlessly. It was the best day of our lives and we credit Tone events for allowing us to be able to just soak it all in and enjoy every minute with our friends and family!

Samantha & Dave

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The team was a pure delight to work with! If you want your wedding to be as magical and perfect as you dreamed, I highly recommend Tone Events. Even my photographer said that after 15+ years of being in the wedding industry, she was so impressed with the entire team. It's hard to find the right wedding planner, but look no further than Tone Events! Happy planning.

Gianna & Dan

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Hands down, our BEST purchase was hiring the Tone Events team to assist us. They are incredibly kind, detail-oriented, easy and wonderful to work with, honest, and have the best ideas! They truly gave us the greatest gift, which was getting to enjoy our wedding planning process and, ultimately, really enjoying our wedding day. We just really don't have enough words to describe how amazing our experience with Tone Events was!

Cynthia & Grant

GET IN TOUCH

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We look forward to connecting -- our relationship starts here!