

PEACHY

events

wedding + event planning

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EVENT DAY MANAGEMENT

STARTING AT \$3,500**



Our **most basic package** is a little more hands-on than the typical day-of or month-of coordination packages. We're **involved starting day 1** of booking us. We offer guidance throughout your planning process as opposed to getting involved only in the last month or two. This package is perfect for couples who can do it all, but need someone to **pull the details together, make sure they're not missing anything**, and be their event day director. We become the point of contact with your vendors, oversee setup, breakdown, and other details that would otherwise stress you out and prevent you from enjoying your special day.

The Event Day Management Package includes, but is not limited to:

- Vendor contract review
- Organize all event information
- Liaison between you & your vendors
- Creation of day of timeline
- Floor plan design & seating portal
- Final walkthrough of all venue sites
- Rehearsal management
- Complete event day management
- Personal decor checklist
- Event day emergency kit
- Return of personal and rental items
- Unlimited email and phone communication

PARTIAL PLANNING

STARTING AT \$6,000**



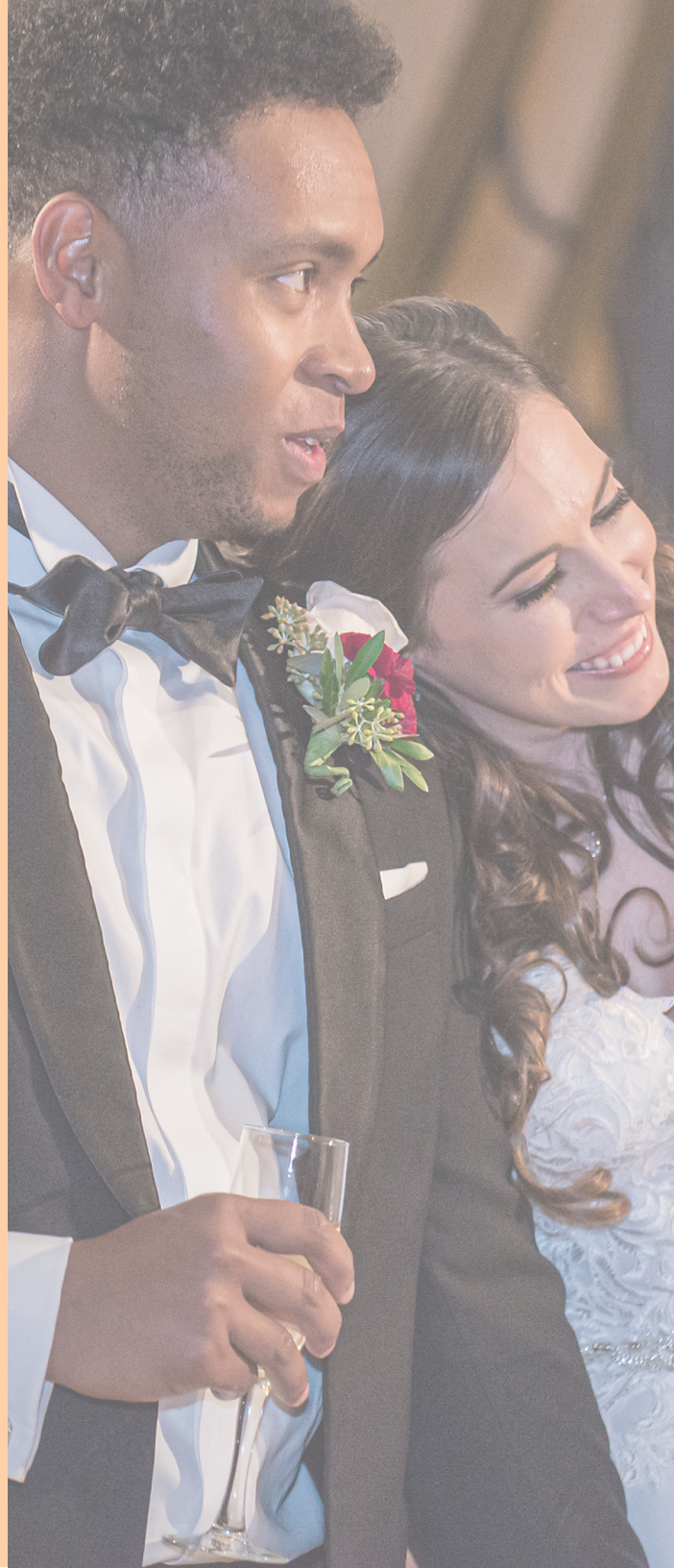
This package is common for couples who have already booked their venue but need **more involvement than our Event Day Management package**. It's ideal for those couples who have either already started the planning process and just noticed how many details there are or those who **feel confident in booking some vendors on their own, but not all**. Just like our Event Day Management, we'll pull what you already have, take over communication with your vendors, and make sure we're on the same page to execute your vision for you.

The Partial Coordination includes, but is not limited to:

- Assistance in securing 4 vendors, not applicable to venue
- Vendor contract review
- Budget & planning calendar portal
- Liaison between you & your vendors
- Organize all event information
- Creation of day of timeline
- Floor plan design & seating portal
- Final walkthrough of all venue sites
- Rehearsal management
- Complete event day management
- Personal decor checklist
- Event day emergency kit
- Return of personal and rental items
- Unlimited email and phone communication

FULL PLANNING

STARTING AT \$10,000**



Just got engaged and have **no idea where to start?** Maybe you and your significant other are working professionals and just **don't have the time.** Our Full Planning package is the **ultimate, all-inclusive package** to assist you from beginning to end.

The Full Coordination Package includes, but is not limited to:

- Assist in booking all vendors, including venue
- Vendor contract review
- Budget & planning calendar portal
- Liaison between you & your vendors
- Organize all event information
- Creation of day of timeline
- Personalized website creation
- RSVP management
- Floor plan design & seating portal
- Final walkthrough of all venue sites
- Rehearsal management
- Complete event day management
- Personal decor checklist
- Event day emergency kit
- Return of personal and rental items
- Unlimited email & phone communication

COMPLETE WEEKEND

STARTING AT \$15,000**



Looking for a little bit **more than just wedding day planning?** The Complete Weekend Package is our most luxurious package and offers our most deluxe services.

The Complete Weekend Package includes all services offered in the Full Planning Package

plus

(2) added events such as rehearsal dinner, welcome reception, farewell brunch, tea ceremony, etc.

These extra events will get the same attention to detail in planning and design as the actual wedding day.

	Full	Partial	Event Day
Budget & planning calendar portal	x	x	
Assistance in securing all vendors	x		
Assistance in securing 4 vendors		x	
Vendor contract review	x	x	x
Liaison between you & your vendors	x	x	x
Organize all event information	x	x	x
Personalized website creation	x		
RSVP management	x		
Floor plan design & seating portal	x	x	x
Creation of day of timeline	x	x	x
Final walkthrough of all venue sites	x	x	x
Rehearsal management	x	x	x
Complete event day management	x	x	x
Personal decor checklist	x	x	x
Event day emergency kit	x	x	x
Return of personal and rental items	x	x	x
Unlimited email & phone communication	x	x	x

PACKAGE COMPARISONS

Additional Fees

Travel Fee \$250
Applies to venues located more than 35 miles from Central Houston

Large Event Fee
250 - 300 guests = \$150
301 - 400 guests = \$300
401 - 500 guests = \$450
500+ guests = varies

Outdoor/Tented Event Fee \$750

Popular A La Carte Add-Ons

Assistance in securing venue \$1,000

Assistance in securing additional vendors \$350/vendor

Assistance in overall design + mood board \$500

Access to budget & planning calendar portal \$300

Custom Website Creation \$350

RSVP Management \$150

Favors/Gifts Assembly varies

Save The Date/Invitation Assembly \$1.50/envelope

ADDITIONAL FEES & A LA CARTE