



# *KALEIDOSCOPE*

## *EVENTS*



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# *ABOUT KALEIDOSCOPE EVENTS*

## Our Mission + Vision

Our mission is to not only orchestrate your day so you and your loved ones don't have to, but to work alongside you to ensure your special day is magically unique to you. Our A-list team will be there to support you every step of the way, making you available to enjoy every moment - big and small!

Our vision is to help couples from all communities design, curate, and execute a wedding that speaks to who they are. We proudly stand against hate and discrimination, and vow to make weddings a safe and inclusive place for our clients to feel seen, heard, and valued!





# OUR SERVICES

## *Full Planning Package*

**14,580**

- Budget development and/or management
- Event design development including color palette, florals, linens, invitations, lighting, and rental items
- Monthly planning timeline and checklist
- Vendor recommendations and coordination (contract management)
- Arranging and attending vendor appointments
- Catering coordination including menu development
- Printed material design and wording
- Ceremony and reception venue walk-through and floor plan
- Guest coordination including hotel accommodations and room blocks
- Transportation coordination for guests and wedding party
- Favor and welcome bag design, assembly, and distribution
- Wedding day itinerary and timeline (for both bridal party and vendors)
- Directing ceremony rehearsal (subject to availability)
- Full wedding day coverage with 1 assistant
- Includes all things in other packages





## *Partial Planning Package*

**11,580**

- Initial planning meeting
- Event design and logistics assistance
- Vendor recommendations
- Attending up to (6) vendor or planning meetings
- Planning advice and etiquette
- Unlimited emails/calls throughout planning process
- Final detail and wedding day coordination with 1 assistant
- Includes all things in “month-of” package



## *Month-of Coordinator*

**4,740**

- Final site visit 45-30 days prior to event
- Planning meeting 3-4 weeks prior to event
- Creating wedding day itinerary
- Confirming details and timeline with vendors
- Confirming transportation schedule
- Assisting with welcome bag assembly and delivery
- Available for last-minute errands/needs
- Final walk-through of ceremony and reception
- Finalize floor plan, menu, seating arrangement and décor
- Directing ceremony rehearsal and wedding party coordination (subject to availability)
- Day-of contact for vendors
- Placement of ceremony and reception accessories (guest book, favors, toasting flutes and etc.)
- Directing ceremony
- Coordinating reception timeline with vendors (first dances, toasts, cake cutting, etc.)
- Managing gifts, personal items, wedding cake, etc. and ensuring proper delivery at the end of event
- Full wedding day coverage with 1 assistant
- Overseeing event breakdown





# ADDITIONAL OFFERINGS

## Justice of the Peace

- Not looking to have a friend or family member marry you? Not a problem, we've got you covered! Samantha is a licensed JOP

## Decor Rentals

- We offer a wide range of rental items that you won't have to buy and then worry about what to do with them after tying the knot.
- These rental pieces are new/like new.
- Our rentals includes a variety of ceremony arches, votive holders, vases, signs, and so much more!

Bridal shower, rehearsal dinner,  
welcome gathering, and/or brunch  
coordination & execution

Invitation etiquette & R.S.V.P.  
management

Budget planning & management

Honeymoon planning & coordinating

Ceremony Script Coordination

*The rates of these services are dependent on the work being done; therefore, it's best to have a consultation to discuss what is needed/expected.*

