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# CURATING BESPOKE DESIGNS & MAKING MEMORABLE MOMENTS

SERVICES & PRICING PACKET  
LUNA DESIGNS LLC

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# HEY, I'M LAUREN

*Owner and Lead Planner of Luna Designs.*

*Events have always been my passion and I want to bring life to your dreams. Whether it's your wedding, bridal shower, or just an elevated themed dinner party that you want to host, I'm your girl!*

*I've worked in Hospitality all of my adult life (plus some!) and have a degree in Hotel, Restaurant & Tourism Management where I learned a TON about events and business. But this allows me show my creative side and also tell love stories for my couples through their special day. If you're ready to go on this journey together, so am I!*

LET'S DO IT!

*xoxo. Lauren*





# WEDDINGS

Every *little* moment is  
a memory that will  
last forever.

We want to  
encapsulate that  
*for you.*



# 90 DAY COORDINATION

**In other words: Day of Coordination**  
**This is for the couple that already**  
**has everything set in stone- all**  
**vendor selections & decor. BUT you**  
**just need someone to take over and**  
**tie up all the loose ends up to 90**  
**days prior, manage vendors, set up**  
**personal decor, and run the**  
**wedding day.**

Includes:

- Unlimited Email Communication
- 3 video calls (vendor breakdown, timeline, decor and final details)
- Rehearsal Coordination (up to 2 hours)
- 10 Hours of Day of Coordination
- Day of Assistant
- Personal Decor Set Up
- Vendor Takeover 60-90 days prior
- Custom Aisle Planner Client Portal at time of booking
- Full Timeline Creation & Shareable Timelines for Family & Wedding Party
- Floor Plan & Layout Design Assistance
- Final venue and logistics walk through  
\*if needed
- Vendor Management & Guest Guidance
- 20% off LD decor inventory rentals  
\*local weddings\*

STARTING AT...

MICRO-WEDDING (LESS THAN 40)

\$2200

WEDDING (40+)

\$2600





# PARTIAL PLANNING & DESIGN

**For the couple that wants to be involved but need a professional to step in and guide them. Typically we will split up duties in sourcing and booking vendors, truly it's a team effort. In this package we finalize design, layout, remaining vendors and timeline together. Any loose ends are tied up by US to let YOU enjoy the last 90 days of your engagement!**

Includes:

- Unlimited Email Communication
- Five 60 minute video calls
- Rehearsal Coordination (2 hours)
- 12 Hours of Day of Coordination
- Day of Assistant
- Personal Decor Set Up
- Vendor Takeover 90 Days Prior
- Full Timeline Creation & Shareable Timelines for Family & Wedding Party
- Partial Design Creation, Assistance, Sourcing & Finalized Design Packet with Details
- Custom Aisle Planner Client Portal
- Floor Plan & Layout Design
- LD Decor Inventory included \*local weddings\*
- Any Custom Decor Made By LD is an Extra Charge; Install Included

STARTING AT...

**MICRO-WEDDING (LESS THAN 40)**

**\$2700**

**WEDDING (40+)**

**\$3500**

**WE REQUIRE A MINIMUM BUDGET OF AT  
LEAST \$30K**



# FULL PLANNING & DESIGN

**This is the ultimate event planning package! First we become friends and then we get started with hands on support every step of the way! From venue site visits, sourcing all vendors from top to bottom and in depth design. Luna Designs will take the lead logistically and creatively to execute a one of a kind event.**

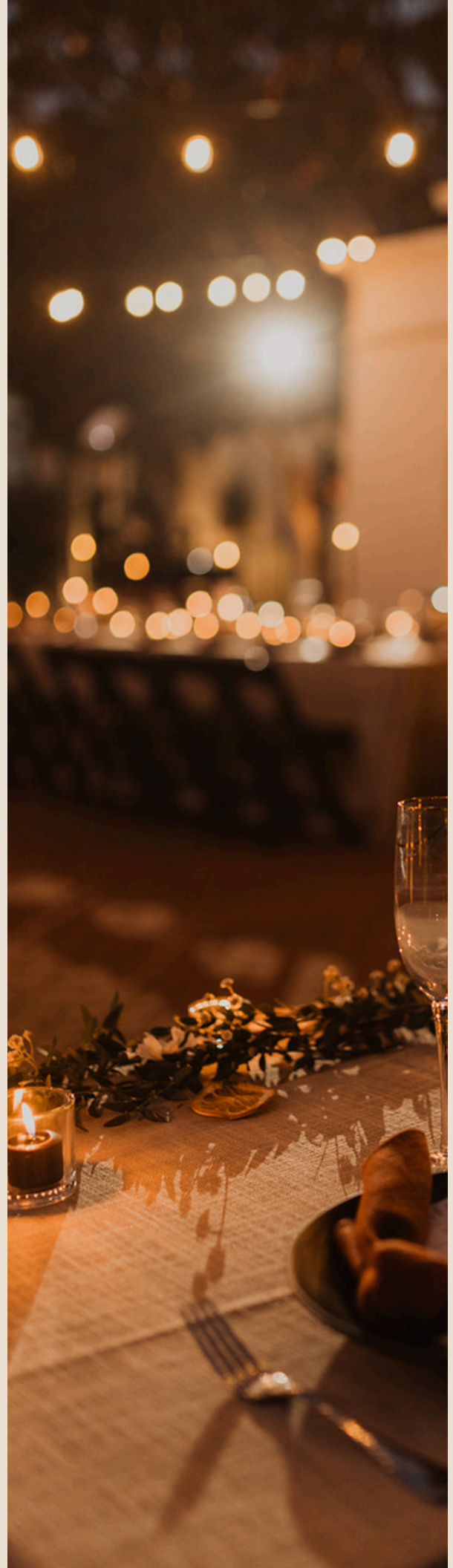
**Includes:**

- Unlimited Email Communication
- Monthly 30-60 Minute Check Ins or as needed
- Rehearsal Coordination (2 hours)
- 12 Hours of Day of Coordination
- Day of Assistant
- Day of Styling
- Vendor Selection
- Venue Site Visits
- Complete Takeover 90 Days Prior
- Custom Aisle Planner Client Portal
- Full Timeline Creation & Shareable Timelines for Family & Wedding Party
- Full Design Creation, Assistance, Sourcing & Finalized Design Packet with Details
- Floor Plan & Layout Design
- Sourcing & Ordering of Design Items
- LD Decor Inventory included \*local NM weddings\*
- Any Custom Decor Made By LD is an Extra Charge; Install Included

**STARTING AT...  
MICRO-WEDDING (LESS THAN 40)  
\$7500**

**WEDDING (40+)  
\$9500**

**WE REQUIRE A MINIMUM BUDGET OF AT  
LEAST \$60K**





# DAY OF STYLING

**If you've already secured an event or venue coordinator but desire additional focus on your decor, then this package is tailored for you. You know what you want and have already secured the details and supplies, but you need someone to execute your vision while you enjoy the morning of your wedding day with your beloved family and friends. With a keen eye for design, allow us to manage the visual aesthetics and final embellishments, enabling you to fully immerse yourself in celebrating your union with the love of your life.**

**Includes:**

- Preliminary design meeting discussing all details you have procured such as vendors, timeline and overview of full design list. Second ON SITE going over final details, any changes, layout, exact details for tables, signage, and more.
- Up to 6 hours of setup; 2 hours of breakdown
- Decor assistant
- Breakdown at the end of night
- Loading all decor into respective vehicles or rooms at end of night
- \*This package does not include coordination\*

**MICRO-WEDDING (10-40) - \$1150**

**WEDDING (40+) - \$1600**

**LARGE WEDDING (200+) - \$2000  
PLUS TAX**

**ITEMS THAT ARE NOT UNDER OUR SCOPE OF WORK ARE THE FOLLOWING:  
TABLE AND CHAIR SETUP, DRAPING, LIGHTING, HANGING DECOR SUCH AS  
CHANDELIERS, ELECTRICAL. THESE ITEMS MUST BE  
CONTRACTED ELSEWHERE.**



# DESIGN & STYLING

**Looking for help with event design and details? Luna Designs has you covered! We bring your ideas to life while keeping things realistic and attainable for modern couples. If you've got the logistics sorted but need help with a cohesive design, we're here to bring your vision to life. From an in-depth consultation to selecting decor, colors, and floral arrangements, we'll create a design that captures your love story. Luna Designs handles all the details, including decor related vendor management, to make your dream wedding a reality.**

- Preliminary design consultation
- Unlimited email communication upon the time of booking
- Up to 5 scheduled design meetings as needed
- Sourcing and ordering of design items, specialty rentals and linens
- Hand picking all design related vendors (florist, stationary designer, etc.)
- Initial custom mood board
- Final design deck outlining all details (from linens and centerpieces, to napkin folds and signage)
- Virtual Mock-up Meeting
- Logistics and management of all design related vendors (NOT day of coordination)
- 1 decor assistant (additional based on scope)
- Setup and breakdown
- Access to the Luna Designs decor inventory
- Option to add on custom faux floral orders :additional cost)

**MICRO-WEDDING (1-50) \$2500**

**WEDDING (40+) \$4000**

**LARGE WEDDING (200+) \$5500**



Luna Designs does not provide table and chair rentals. These must be outsourced and are not included in the above fees.

Luna Designs will not be responsible for: bussing or clearing tables; cleanup of the venue outside of contracted items brought on, collection or removal of trash and/or recycling from the property.



# ADDITIONAL SERVICES

ADDITIONAL DAY OF HOURLY FEE...\$85/HOUR

ADDITIONAL DAY OF ASSISTANT...\$50/HOUR WITH 3  
HOUR MINIMUM

REHEARSAL DINNER PLANNING & MANAGEMENT

DAY AFTER BRUNCH PLANNING & MANAGEMENT

BRIDAL SHOWER, LUNCHEON OR  
ENGAGEMENT PARTY PLANNING + MANAGEMENT

STATIONERY DESIGN & PRINTING

FAUX FLORAL DESIGN & INSTALL  
(MINIMUM SPEND \$1500)

IF THERE IS A SPECIFIC SERVICE OR ASSISTANCE YOU  
NEED, PLEASE DON'T HESITATE TO ASK. I AM MORE  
THAN HAPPY TO ACCOMMODATE SO LONG AS IT IS  
WITHIN MY MEANS!

# THINKING ABOUT AN ELOPEMENT?

Here at Luna Designs we take elopements on a case by case basis.

Because of our busy schedule and most elopements include travel, we want to ensure we have the proper amount of time to not only plan this special adventure with/for you but also be there in the moment with you.

If you are interested in an elopement please reach out to see our schedules, varying prices, as well as ensuring the vibe fits!





# CORPORATE & FUNDRAISING EVENTS

There is more to Luna Designs than weddings!

We also offer corporate event planning and design. Lauren has done fundraising events for a local nonprofit for almost five years in a row. Each year with a different theme and they all have been a hit.

If you have a convention, fundraising event, corporate meetings, Luna Designs is here to help!

From booking blocks of rooms at a hotel to working with vendors to create a beautiful dinner design & entertainment, we've got you!

We can also curate a gorgeous spread for breakfast, brunch, or lunch for welcome parties or for smaller group gatherings.

Please inquire with all details to see how we can be of assistance.



# FAQ



## WHAT DO YOU MEAN BY “STARTING AT” FOR PRICING?

No wedding or event is the same. This is a general price that our services *start at*, depending on the scope of the project and any additional services needed, pricing may change. But this gives you a good idea on how much to invest.



## DO YOU TRAVEL?

**HECK YES!** Travel fees are *not* included in these prices though. The travel fees will depend on where your event is, time of year, length of trip, any preliminary visits, and other factors. But absolutely, Luna Designs can come to you. We are based in Albuquerque, NM.



## I'M NOT GETTING MARRIED, WHAT OTHER EVENTS DO YOU DO?

We do more than just weddings, we plan and design smaller events like bridal brunches, private anniversary date nights, birthday dinners, and even Bachelorette parties.



## HOW DOES PAYMENT WORK?

Payment is typically split up into 3 installments. We will schedule payments for you to complete through our website. We also accept personal physical checks or Venmo & Apple Cash.