

KAIYA SMITH EVENTS INFORMATION PACKET



www.kaiyasmithevents.com



I know how overwhelming wedding planning can be. I know there are so many details that go into planning a wedding.

But something as special as your big day should be full of joy, not stress.

My job is to take charge of all the details you have organized and make sure everything goes as planned!

WELL COME



MEET KAIYA



Kaiya Smith

Owner

✉ Kaiya.smith83@gmail.com

Hi! My Name is Kaiya and I am a dedicated wedding planner passionate about bringing couples' visions to life. With a keen eye for detail and a calm, organized approach, I ensure that every aspect of the wedding day runs smoothly, Allowing you to enjoy your special moments without stress fully. With experience managing various events and a deep understanding of the intricacies of wedding logistics, I am committed to making every celebration a seamless and memorable experience for the couple and their guests.

MONTH OF COORDINATION

The Month of coordination service is highly customizable and designed for couples who wish to make all the decisions and arrangements on the venue and vendors themselves, but want to be able to enjoy their big day stress-free knowing that every detail that they have planned is being taken care of.

INCLUDED

- Day of (12 hours) + Rehearsal Coordination (2 Hours)
- 3 Dedicated Planning Meetings
- Customized Timeline + Floor Plan Creation
- One venue visit and walk through
- Connect with vendors 2 - 4 weeks prior to wedding date
- Point of Contact for day of
- Set up and tear down of client provided decor (based on scope of work)
- Coordination of the moving parts of the Ceremony and Reception
- Limited phone and email communication from time of booking and unlimited communication starting at 12 weeks prior to event
- 1 - 2 planning assistants included
- Access to KSE Planning Documents and platforms

Pricing starts at \$2,000+

PARTIAL PLANNING

This is for the couple who has already secured your venue and vendors, and now it's time to finalize the details of your wedding day. I am here to guide you through all of the little details. Starting about 6 months out, we'll take your plans and ensure every detail is ready for your special day.

INCLUDED

- Day of (12 hours) + Rehearsal Coordination (2 Hours)
- 5 Dedicated Planning Meetings
- Customized Timeline + Floor Plan Creation
- Design & Theme Assistance
- 1 - 2 venue visits and walk throughs
- Connect with vendors 6 months prior to wedding date
- Lead Vendor meetings
- Point of Contact for day of
- Set up and tear down of client provided decor (based on scope of work)
- Coordination of the moving parts of the Ceremony and Reception
- Unlimited phone and email communication from time of booking
- Access to KSE Planning Documents and platforms

WEDDING DAY TEAM INCLUDES LEAD PLANNER AND WEDDING ASSISTANT(S) (DEPENDENT ON GUEST COUNT)

Pricing starts at \$5,000+

FULL SERVICE PLANNING

This is for couples who dream of a truly stress-free wedding planning experience. We're by your side every step of the way. With heartfelt guidance, creativity, and unwavering support, we bring your wedding vision to life with care and attention to every detail. Our full-service approach allows you to soak in the joy of this special journey while we take care of everything—so you can focus on what truly matters: celebrating your love.

INCLUDED

- Day of (12 hours) + Rehearsal Coordination (2 Hours)
- Unlimited Dedicated Planning Meetings
- Customized Timeline + Floor Plan Creation
- Design & Theme Creation
- Mood Boards & design Decks
- Research Venues & Vendors within budget & guidelines
- 2-3 venue visits and walk throughs
- Connect with vendors
- Lead Vendor meetings
- Point of Contact for day of
- Set up and tear down of client provided decor (based on scope of work)
- Coordination of the moving parts of the Ceremony and Reception
- Unlimited phone and email communication from time of booking
- Access to KSE Planning Documents and platforms

WEDDING DAY TEAM INCLUDES LEAD PLANNER AND WEDDING ASSISTANT(S) (DEPENDING ON GUEST COUNT)

Pricing starts at \$6,500+



ADD ONS

- Vendor Research- \$200
 - Venue Research - \$250
 - Transportation Coordination (i.e. Shuttles for guests - \$200
 - Hotel Accommodations / Group Rooms - \$250
 - Wedding website creation - \$100
 - Rehearsal Dinner, Welcome party, Or Brunch Coordination - \$750
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ADDITIONAL COSTS

- Overtime - \$150 per hour - Outside of agreed time
- Assistant coordinator - \$300 - \$500

Mandatory for weddings with 2 locations, Included with full and partial planning services

TRAVEL FEES APPLY IF MORE THAN 40 MILES
FROM OAKLAND

If venue is more than 80 miles from Oakland
overnight accommodations may be required,

What

They Are Saying

★★★★★ LENA & DAWOOD MARION

I had the pleasure of working with Kaiya as our day-of wedding coordinator, and I couldn't have been more impressed. Despite being relatively new to the field, Kaiya showcased professionalism and dedication that rivaled seasoned professionals.

From our initial consultation, Kaiya made me feel at ease, listening attentively to my vision and concerns. She was incredibly organized, ensuring every detail was accounted for, and her communication throughout the planning process was impeccable. On the wedding day, Kaiya was a calming presence, handling last-minute changes and unexpected issues with grace and efficiency.

Her ability to coordinate with vendors, manage the timeline, and keep everything running smoothly allowed us to fully enjoy our special day without any stress. Kaiya exceeded our expectations, and I highly recommend her services to any couple looking for a reliable and passionate wedding coordinator.

What

They Are Saying

★★★★★ LINDA CORTES

Kaiya Smith was an absolute pleasure to work with. She reached out to me almost immediately after my initial event request and quickly and thoroughly responded to all of the follow-up emails. She made it easy to plan a dinner for 25 with very little notice and ensured my guests would be taken care of without my being there (along with the check).

★★★★★ ANGELINA APILADO, OLV
LEAD PLANNER

Kaiya was the PERFECT day-of coordinator for my client's wedding! The minute I met her in person you can tell she is seasoned in this industry and can think quickly on her feet with new information being presented to her. She is extremely professional, and very sweet and kept that same energy throughout the entirety of the wedding day. Your ideal day-of coordinator not only takes care of the little details, but helps runs a smooth timeline, communicates effectively with vendors during a short time frame, and adjusts/pivots as things arise, and that is exactly what Kaiya did and THEN some. I could not recommend Kaiya enough! You and your special day will be in more than great hands with her on your team!

What

They Are Saying

★★★★★ CIINDA MAH

Kaiya was instrumental in the success of my husband's 80th Birthday. I wanted to be able to be present that day and focus on the guests and his various surprises. Kaiya did a lovely job as our day-of-coordinator by managing the food and bar. She engaged with the guests to ensure they were comfortable and enjoying the evenings events. Kaiya participated in several pre-planning sessions and helped us to finalize the flow for the evening. She was on time, professional, and a joy to work with.



NEXT STEPS

I am so excited to start this journey
with you and support you during one
of the biggest seasons in your life.

Please feel free to reach out to me if
you have any questions or are ready
for the next step of confirming your
date!

Thank you!

Contact:
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