



JOSIE JO
EVENTS

Service Packet

Josie Jo Events

We believe no two events are alike — each one is crafted to reflect your story and bring your vision to life. From intimate gatherings to full-scale weddings, every detail is designed with intention and care. Our role is to bring calm, clarity, and creativity to the process so your day unfolds seamlessly and feels beautifully yours.



ALL INCLUSIVE SERVICES

Our all-inclusive packages mean we never draw the line at “what’s included” - we’re there for every moment and everything it takes to make your day unforgettable.



EVENT
MANAGEMENT



PARTIAL
PLANNING



FULL SERVICE
PLANNING

Event Management

\$1550

For couples who've planned most of their wedding but want professional support to ensure everything runs smoothly. We step in early to understand your plans, communicate with vendors, finalize logistics, and take over as the day approaches. On the wedding day, our team leads every detail behind the scenes—directing vendors, managing timelines, and ensuring the entire day unfolds seamlessly.

Partial Planning

\$2750

For couples who've started the planning process but want expert guidance to refine and organize the details. We collaborate to bring your vision together—managing logistics, offering creative insight, and ensuring every element feels cohesive. It's the perfect balance of support and flexibility, giving you confidence and calm throughout the rest of your planning journey.

Full - Service Planning

\$6050

For couples who want a seamless, guided experience from start to finish. We handle every aspect of planning and design—from vendor sourcing and contract management to creative direction, timelines, and on-site coordination. Every detail is thoughtfully managed, allowing you to enjoy a stress-free planning journey and a celebration that feels effortless, personal, and beautifully executed.

Please Note: There is a \$100 additional fee for all weddings with multiple locations, and guest counts over 250.

Design & Styling Services

Design Essentials

Starting at \$1200

This package focuses on the creative foundation of your event, giving you a clear design direction and actionable plan to execute on your own.

Includes:

- Full design concept and creative direction
- Curated color palette and visual inspiration
- Ceremony and reception layout ideas
- Rental and décor recommendations with sourcing guidance

Please note: This is a design-only service and does not include event-day setup, styling, or coordination.

Full Event Design

Starting at \$3000

This package includes both creative development and hands-on styling. Our team is on-site to ensure every visual element is placed with intention and care, creating a polished, cohesive look from ceremony to reception.

Includes:

- Full event design concept and refinement
- Rental sourcing and décor planning
- Ceremony and reception layout design
- On-site décor setup, styling, and visual execution

Please note: This package includes styling only and does not include vendor coordination, timeline management, or logistical planning.

Complete Design & Coordination

Starting at \$3800

This all-in-one package combines full styling and aesthetic direction with day-of coordination support. We manage your timeline, communicate with vendors, and oversee setup so your event not only looks beautiful – but flows effortlessly.

Includes:

- Full event design and styling
- Rental sourcing and layout planning
- On-site décor setup and styling
- Wedding-day timeline creation
- Vendor communication and arrival management

À LA CARTE PRICING

DESIGN & STYLING

Custom Design Concept Board	\$200
Rental Sourcing & Selection	\$350
Invitation Design & Assembly	\$300
Custom Signage & Paper Design	\$200
Ceremony & Reception Space Styling	\$350
Tablescape Styling & Setup	\$200

PLANNING SUPPORT

Venue Scouting	\$300
Vendor Sourcing (per category)	\$200
Timeline Creation & Vendor Management	\$300
Budget Setup & Consultation	\$300
Hourly Planning Calls	\$75
RSVP Tracking & Seating Chart Management	\$100
Rehearsal Dinner, Welcome Party or Post- Brunch Planning (per event)	Custom Quote
Wedding Website Set-Up	\$75

ON-SITE SUPPORT

Rehearsal & Ceremony Coordination	\$400
Additional Coordination Hours (per hour)	\$200
Bridal Assistant	\$350
Setup & Breakdown Team	\$600
Set Up Team or Breakdown Team	\$400

GUEST EXPERIENCES

Transportation Coordination	\$150
After Party Setup & Coordination	\$350
Hotel Block Coordination	\$150
Welcome Bag Design & Delivery	\$150

Frequently Asked Questions

Q: How far in advance should we book?

A: Most couples reach out as soon as they begin the planning process, but we're happy to help whenever you're ready to start the process. The earlier we begin, the more flexibility we'll have with design and vendor selection.

Q: Can we customize packages?

A: Yes! Every event is unique, so our packages are meant to be flexible. We'll talk through your needs during your consultation and tailor a package that fits your priorities and level of support.

Q: What's the payment schedule?

A: We offer customized payment plans based on your budget and what's most efficient for you. A signed contract and initial retainer secure your date, and from there, we'll create a payment schedule that fits your preferences and timeline.

Q: Do you travel outside of Philadelphia?

A: Absolutely! While we're based in Philadelphia, we plan events throughout Pennsylvania, New Jersey, Delaware, and beyond.

Q: Do you manage setup and breakdown on the event day?

A: Depending on your package- yes! We oversee setup and breakdown to make sure everything runs smoothly.

Q: How do we get started?

A: Once you've chosen your package, I'll send your contract and retainer invoice – then we'll schedule your kickoff call and start planning.



Real Events

