

# Sweet Kiss Events of Texas

## Services & Pricing

We work with our couples to make planning your wedding or Coordinating your day a happy experience and making memories to last a lifetime,

we work to take the stress out of wedding planning, and Day of Coordinating

It is our goal to make your vision a reality.

Below you will find the details of the full event planning services, and

Day of Coordinating service.

### Full Event Planning Service

Day of Coordinator service included

Research & contact vendors for your event.

Vendor quotes.

Setting up appointments needed for vendor consults

Attending appointments if needed, taking notes, email, consulting info and results.

Vendor point of contact.

General Planning checklist with weekly updates.

Detailed Wedding day itinerary.

Review of vendor contracts

Confirm vendor arrangements, delivery date, arrival times, rental quantities, setup and pickup.

Detailed timeline sent out 1 week prior to wedding to all vendors for review.

Create a budget spreadsheet with monthly updates and reviewing.

Event design, theme, & decor assistance.

Tracking RSVP's

Vendor payment schedule.

Create program

Setup & negotiate hotel & room blocks.

Catering details.

Transportation if needed

Help in creating seating charts if needed.

Research gift ideas for parents & wedding parties.

Research guest favors.

Coordination of ceremony rehearsal ( 1 Hour )

Distribute detailed wedding day itinerary to wedding party, parents, & attendants.

Collect & coordinate final payments & or gratuities for vendors.

Collect wedding day items, Marriage license, guest signing items, cake knife, cake topper, toasting flutes, party favors, candles, Etc.

Manage the flow & timing of ceremony & reception until Grand exit.

Act as liaison between the wedding party, Family & vendors.

Use of a Bridal emergency kit.

Distribution of bouquets, boutonnieres, help with pinning.

Directing of photographer, videographer, DJ, rentals, florist, caterer, Etc.

Oversee ceremony, officiant, music & wedding party lineup.

Lineup & cueing for wedding party entrance & Grand entrance of Bride & Groom.

Assisting DJ in cueing important events, parents dances, toast, cake cutting, bouquet toss, Etc.

Cueing Bride & Groom for all important events

Maintaining & coordinating timeline.

Communicate with venue management to ensure meeting venue requirements.

unlimited emails.

12 Hours on the day of the event.

Includes pre-setup, after cleaning up not to exceed 5 hours or venue requirements (conditions apply).

**NOTE: Does not include draping or lighting setup. (additional charges apply)**

Monthly email check - ins to review planning progress.

Phone conversations as needed.

Deposit required. \$500.00

With a payment schedule for balance.

Basic Full Event Services Starting@ \$2400.00

**Decorations and setup items provided by you**

## **Partial Event Planning Services**

Everything listed above with these exceptions

You already have, venue & at least one other major vendor booked

(some exceptions apply)

will research and find remaining vendors, such as  
 Rentals, ( chairs, tables, tents, linens), photographer,  
 With a payment schedule for balance. Transportation, hotel blocks,  
 Cake, flowers, centerpieces and decorations.  
 DJ, bridal party and parents gifts.  
 Includes Day of Coordinator Service.  
 Partial Event services \$1800.00  
 Deposit required, \$300.00

## **Day of Coordinator Service**

Meet @ Venue to go over requirements.

Weekly email check-ins, and reminders.

Receive General planning checklist.

Electronic access to the planning checklist.

Review of vendor contract.

Detailed Wedding day timeline.

Confirm vendor arrangements: check delivery dates,  
 arrival times, rentals quantities, Etcetera.

Detailed wedding day timeline will be sent to vendors one week prior to the event.

Coordination of ceremony rehearsal (1 Hour)

Distribute detailed wedding day itinerary to wedding party, parents, attendants.

Collect & coordinate final vendor payments & or gratuities.

Collect wedding day items, such as, Marriage license, Guest signing items. Cake knife, Cake topper,  
 toasting flutes, party favors, candles, programs Etc.

12 Hours wedding Day Coordinator service.

Manage the flow & timing of ceremony, reception, cake cutting and grand exit.

Act as liaison between the wedding party, family & vendors.

Use of Bridal Emergency kit.

Distribution of bouquets, boutonnieres, help with pinning.

Directing the photographer, videographer, DJ, rentals, florist, Etc.

Oversee setup of ceremony, reception ensure all commitments are met.

Line up the wedding party for the ceremony.

Give marriage license to officiant.

Ensure wedding rings are present.

Collection of all personal wedding items and gifts.

Ensure wedding gifts are set in designated areas.

Help with a bustling gown if needed.

Lineup & cueing of wedding party, Bride & Groom for Grand entrance.

Assist DJ in cueing important events, such as, Grand entrance, toast, parent dances, cake cutting,

Bouquet toss, garter toss, Bride & Groom grand exit.

Cueing Bride & Groom for all important events.

Maintaining & Coordinating timeline for all reception events.

Staying in communication with venue staff to ensure things are running according to venue requirements.

Unlimited emails, text, phone calls as needed.

\$250.00 Deposit required.

Day of Coordinator Services

**\$800.00**

**PLEASE NOTE:**

**set up & cleanup not included additional charges apply.**

## **We offer a Deluxe Coordinator Service**

**It includes everything the Basic service offers**

**But includes setup, decorating, & cleanup service.**

**Not to exceed 4 hours pre-ceremony,**

**Any additional hours fees will apply.**

**Deluxe Coordinator Service \$1200.00**

**Deposits are required for all services**

**We will create a payment schedule for the remaining balance.**

## **Decorating services**

**Setup/ take down service**

**\$400 minimum ,itemized detail list of setup details required for accurate price quote**

Draping and lighting setup available request a quote.

We also create centerpieces & Bride & Bridal party Bouquets & Boutonnieres

Request quote

**NOTE: We do not setup or move tables and chairs**  
**Some exceptions may apply, with additional charges**

For other services we offer

Please visit [www.sweetkissevents.com](http://www.sweetkissevents.com)

For rental items available

Also visit us on [www.weddingwire](http://www.weddingwire) to see our customer reviews.

**We work with our couples to ensure they get the day they deserve.**