



# *Wedding Guide*



# *Hello!*

**We are Caro & Ale,**

We are here to make sure that our clients' wedding journey is smooth and unforgettable. We fuel our passion with attention to detail and hard work, but what truly drives us is our love for our clients, treating them like family every step of the way.



*Full Coordination Package \$5000  
for up to 120 guests,  
for larger parties additional planner is  
required \$750*

1. Concept creation and design
2. Layout creation
3. Venue scouting and walk-through
4. Ceremony rehearsal
5. Vendor management
6. Assisting in sending wedding invites, invitations, favors and printed items
7. Unlimited calls, texts and emails
8. Timeline creation and execution
9. Monitor vendors from check in to check out the day of the event
10. Set up and styling wedding elements
11. Emergency kit
12. Pre and post ceremony bridal touch ups
13. Attend last dress fitting
14. Distribute vendor payments and gratuities
15. Return personal décor and gifts at the end of the evening.



# *Partial Coordination Package*

*\$2850 for up to 120 guests*  
*for larger parties, additional planner is required*  
*\$750*

1. Layout creation
2. Venue walk-through
3. Vendor management
4. Ceremony rehearsal
5. Monthly check-ins to ensure discussed details are going as planned
6. Unlimited calls, texts and emails
7. Timeline creation and execution
8. Monitor vendors from check in to check out the day of the event
9. Set up and styling wedding elements
10. Emergency kit
11. Pre and post ceremony bridal touch ups
12. Attend last dress fitting
13. Distribute vendor payments and gratuities
14. Return personal décor and gifts at the end of the evening.



## *Month of Coordination Package*

*\$1250 for up to 120 guests*

1. Day of coordination (Up to 10 hours \$95 for additional hour)
2. Layout creation
3. Venue walk-through
4. Contact vendors for insurance and set up requirements (3 weeks prior to the event)
5. Unlimited calls, texts and emails
6. Timeline creation and execution
7. Monitor vendors from check in to check out the day of the event
8. Set up and styling wedding elements
9. Emergency kit
10. Distribute vendor payments and gratuities
11. Return personal décor and gifts at the end of the evening.







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*You've got to dance like there's  
nobody watching.*

*Love like you'll never be hurt,  
Sing like there's nobody listening,  
and live like it's heaven on Earth.*

## *We want to book what's next?*

Once you've made the decision to collaborate with us, the next course of action is to verify all pertinent information with us so that we can draft an agreement. We will send the said agreement, along with an invoice, to you. A 50 % deposit is required to secure the wedding date, with the remaining balance due one week prior to the event.







## *Our process is easy*

1

We connect to discuss availability, the different wedding packages that we offer and your vision.

2

An agreement must be signed and a 50% deposit must be paid to secure the date. At this point we will fully commit to execute your dream wedding day.

3

In a completely stress- free environment, we assist you in organizing the wedding of your dreams.

*Thanks!*

**Any questions?**

You can find us at:

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