

SEVEN + CHARM

PRODUCT PACKAGE DESCRIPTION + COST

	Description	Cost
Partial Event Coordination	Clients describe their needs and I create a custom package to fit their vision. Up to 4 months of planning	\$250 retainer + \$4000
Month of Coordination	Provides one month of coordination help as listed below and many hours of planning prior to your event.	\$250 retainer + \$1500
Day of Coordination	Includes up to 10 hours on the event day, as well as rehearsal and rehearsal dinner (if necessary)	\$250 retainer + \$750
Event Consult + Design	Assistance with the image, design and style for all events surrounding your big day	\$100 retainer + \$150

PAYMENT PLAN

Partial Event Coordination:

- Retainer fee due upon contract signing (pays for development of proposal) \$250
- 50% of total costs due upon proposal presentation or 30 days post contract signature \$2000
- Remaining balance due 14 days prior to the event date \$2000

Month of Coordination:

- Retainer fee due upon contract signing (pays for development of proposal) \$250
- 50% of total costs due upon proposal presentation or 14 days post contract signature \$750
- Remaining balance due 14 days prior to the event date \$750

Day of Coordination:

- Retainer fee due upon contract signing (pays for development of proposal) \$250
- 50% of total costs due upon proposal presentation \$375
- Remaining balance due 14 days prior to the event date \$375

Event Consult + Design:

- Retainer fee due upon contract signing (pays for development of proposal) \$100
- Remaining balance due 14 days post contract signature \$150

PACKAGE DETAILS

Partial Event Coordination package includes a hand-selected list of seven (7) of the options below, all thoughtfully tailored for each wedding/event.

- **Décor:** Seven + Charm will help you develop and determine your style, colors, theme, and help you incorporate your personality into your special day. Seven + Charm will also provide recommendations and assistance for tying together floral, linens, lighting, furniture, stationery and all décor to complete the vision for the day.
- **Event Styling:** As an event design specialist, Seven + Charm can assist you with the design and styling for all events surrounding your big day including photo shoots, showers, rehearsal dinner and, of course, your event.
- **Vendor Selection and Overall Coordination:** Based upon the client's style, budget, and vision, a customized list of preferred vendors including florists, photographers, videographers, caterers, musicians, Officiants, etc. can be put together to help achieve the desired personality.

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- **Contract Review:** Seven + Charm will review all vendor contracts to ensure there are no redundancies, you've booked enough hours, and that you are not accruing unreasonable or hidden costs.
- **Attendance at Vendor Meetings:** Consider Seven + Charm your bestie in the planning process. Seven + Charm will set up and attend all requested meetings, site visits, tastings, etc.
- **Stationery Coordination:** This category includes the management of the design and production of your Save-The-Dates, invitations, place cards, menus and other printed materials.
- **Coordination of Rentals:** Seven + Charm will organize and coordinate rented items such as tents, linens, tables, china, silverware, chairs, portable restrooms, heaters, generators, staging, flooring, and draping.
- **Transportation Coordination:** Seven + Charm will handle bookings and ensure smooth timing of all event day transportation for the wedding party (if any) and/or event guests.
- **Welcome Bags + Favors:** Seven + Charm will provide ideation, shopping, assembling and delivery of welcome bags and favors.
- **Hotel Accommodations:** Seven + Charm can save you time by coordinating blocks of rooms at selected hotels, and negotiate group rates if necessary.
- **Rehearsal Dinner Planning:** Seven + Charm can provide recommendations for venues, help with menu and service details, transportation coordination, and décor assistance for the rehearsal dinner.

Month of Coordination package includes the Day of Coordination package along with the following:

- Meet with you prior to your event to get to know you personally, and get a sense of who you are as an individual/couple. Seven + Charm believes in developing close relationships with clients.
- Work with you and your vision for your day to develop a comprehensive day-of schedule to include the wedding/event party (if any), and/or each vendor
- Contact and communicate with vendors to develop a schedule that runs smoothly and works for everyone.
- Review all vendor contracts to ensure efficient timing for the day.
- Deliver confirmation calls to vendors the week of the event to finalize the schedule and timeline.
- Day of Coordination Package

Day of Coordination package includes the following:

- Attend final meeting (walk through) at your venue and review the OOE (Order of Events).
- Attend and coordinate ceremony rehearsal.
- On-site coordination and supervision at the ceremony and during the reception. This includes working with all vendors including the venue, florist, musicians, photographer, caterer, and baker on their set up and schedule fulfillment.
- Provide an emergency kit of items such as safety pins, double sided tape, Tylenol, floral materials, and more. You'll be amazed at what you'll need, and when!
- Set up of personal items at the ceremony and reception such as guest book, minor décor, place cards and favors. Furniture moving/set up can be added for an additional charge.
- Coordination until all the scheduled events have taken place during your event day, typically after the dancing begins. More time can be added for an additional charge.
- Personal assistant (and bestie) for the day of your event.

Event Consult and Design package includes the following:

- A customized to-do list from now until your event
- A comprehensive budget worksheet
- A list of event venue recommendations based on your budget, style and guest list
- A list of preferred vendor recommendations based on venue, budget, style and your personality