

# Always Eventful

WEDDING & EVENT PLANNING









# Wedding Day Management

\$1,500

## Pre-Planning

- Initial consultation to discuss event details
- Provide vendor recommendation list
- Unlimited communication one month prior to your wedding
- Final details meeting 4-6 weeks prior to your wedding
- Confirm arrival times for all hired vendors
- Create day of timeline and ceremony plan
- Review reception floor plan and layout

## Rehearsal

- Coordinate wedding rehearsal to ensure everyone knows their role (up to 1 hour)

NOTE: Extra hours and services may be added as needed - see A La Carte Options.

## Wedding Day

- 9 hours of coordination
- Two members of Always Eventful team present at your venue(s) for coordination
- Ensure wedding day runs according to established timeline

### PRE-CEREMONY

- Set up ceremony décor, signs, programs, unity candle, etc.
- Distribute personal flowers to wedding party and family members
- Oversee all vendor deliveries and setup
- Set up of light reception décor - signs, guest book, seating chart, place cards, cake knife, toasting flutes, favors, sparklers, etc. (does not include full table settings)

### DURING CEREMONY

- Coordinate wedding ceremony - signal officiant, cue song changes, direct wedding party and ensure ceremony runs smoothly

### DURING RECEPTION

- Handle coordination of cocktail hour, grand entrance, special dances, toasts, cake cutting, garter/bouquet toss, grand exit
- Release tables if dinner is buffet style and control flow of guests
- Disperse final payments and/or gratuities
- Pack up ceremony items and place them in pre-arranged location
- Secure wedding gifts and cards in designated area or vehicle
- Ensure items such as cake topper, toasting flutes, cake knife and top tier of cake are properly packed away
- Break down reception décor (if within package timeframe)

# Limited Planning

\$3,500

## Pre-Planning

- Initial consultation to discuss event details
- Provide personalized vendor recommendations
- Unlimited communication via phone or email during the planning process
- Three planning and/or vendor meetings
- Create wedding planning checklist
- Procure quotes and contracts for 4 vendors (max 3 quotes per category)
- Help finalize design and décor plan
- Create budget for client to track expenses
- Final details meeting 4-6 weeks prior to your wedding
- Confirm final details and arrival times of all hired vendors
- Create day of timeline and ceremony plan
- Review reception floor plan and layout

## Rehearsal

- Coordinate wedding rehearsal to ensure everyone knows their role (up to 1 hour)

NOTE: Extra hours and services may be added as needed - see A La Carte Options.

## Wedding Day

- 10 hours of coordination
- Up to 3 members of Always Eventful team present at your venue(s) for set up and coordination
- Ensure wedding day runs according to established timeline
- Access to Wedding Day Emergency Kit

### PRE-CEREMONY

- Set up ceremony décor, signs, programs, unity candle, etc.
- Distribute personal flowers to wedding party and family members
- Oversee all vendor deliveries and setup
- Set up of full reception décor – signs, guest book, seating chart, place cards, gift table, cocktail hour, cake table, toasting flutes, sweetheart table, favors, centerpieces, place settings, sparklers, etc. (Excessive setup may require additional hours)

### DURING CEREMONY

- Coordinate wedding ceremony - signal officiant, cue song changes, direct wedding party and ensure ceremony runs smoothly

### DURING RECEPTION

- Handle coordination of cocktail hour, grand entrance, special dances, toasts, cake cutting, garter/bouquet toss, grand exit
- Release tables if dinner is buffet style and control flow of guests
- Disperse final payments and/or gratuities
- Secure wedding gifts and cards in designated area or vehicle
- Pack up ceremony items and place them in pre-arranged location
- Ensure items such as cake topper, toasting flutes, cake knife and top tier of cake are properly packed away
- Break down reception décor (if within package timeframe)



# Full Planning

\$5,500

## Pre-Planning

- Initial consultation to discuss event details
- Personalized vendor selection and contract procurement for all vendors
- Unlimited communication during the planning process
- Up to six planning and/or vendor meetings
- Create wedding planning checklist
- Establish wedding vision; develop design and décor plan
- Assist with stationary suite selection (save the date, invitation, place cards, menu, signs, etc)
- Handle all vendor communications
- Schedule and track vendor appointments; attend as needed
- Create and track wedding budget
- Track vendor payment due dates and send client reminders
- Advise on catering and bar selections
- Secure hotel room block(s) for guest accommodations (up to 3 venues)
- Final details meeting 4-6 weeks prior to your wedding
- Confirm final details and arrival times of all hired vendors
- Create day of timeline and ceremony plan
- Design reception floor plan and layout



## Rehearsal

- Coordinate wedding rehearsal to ensure everyone knows their role (up to 1 hour)

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# Full Planning

*Cont'd*

## Wedding Day

- 12 hours of coordination
- Up to 3 members of Always Eventful team present at your venue(s) for set up and coordination
- Ensure wedding day runs according to established timeline
- Access to Wedding Day Emergency Kit

### PRE-CEREMONY

- Set up of ceremony décor, signs, programs, unity candle, etc.
- Distribute personal flowers to wedding party and family members
- Oversee all vendor deliveries and setup
- Set up of full reception décor – signs, guest book, seating chart, place cards, gift table, cocktail hour, cake table, toasting flutes, sweetheart table, favors, centerpieces, place settings, sparklers, etc. (Excessive setup may require additional hours)

### DURING CEREMONY

- Coordinate wedding ceremony - signal music, direct the wedding party and ensure the ceremony runs smoothly

NOTE: Extra hours and services may be added as needed - see A La Carte Options.

### DURING RECEPTION

- Handle coordination of cocktail hour, grand entrance, special dances, toasts, cake cutting, garter/bouquet toss, grand exit
- Release tables if dinner is buffet style and control flow of guests
- Disperse final payments and/or gratuities
- Secure wedding gifts and cards in designated area or vehicle
- Pack up ceremony items and place them in pre-arranged location
- Ensure items such as cake topper, toasting flutes, cake knife and top tier of cake are properly packed away
- Break down reception décor





# A La Carte Options

- Virtual planning session(s) - \$100/hour  
(If you book a package later, amount paid will be deducted up to \$300)
- Additional coordination - \$100/hour
- Custom wedding planning checklist, day-of timeline, and ceremony plan - \$250
- Procurement of 4 vendor quotes and contracts (up to 3 quotes per vendor) - \$250
- Welcome bag assembly and distribution (you provide the items and bags; 2 local distribution locations) - \$3 per bag
- Set up hotel room block contracts for guest accommodations (up to 3 venues) - \$150
- Track RSVPs and meal selections - \$150
- Budget creation and tracking - \$200
- Photobooth services - see next page
- Arrange transportation contract and logistics - \$75 per company
- Showers, engagement party, rehearsal dinner or day after brunch coordination – ask for custom quote





# Photobooth

## PARTY PACKAGE - \$500

Local events only

- 2 hour rental
- Unlimited 2x6 prints
- Personalized, custom print design
- Online gallery access for client and guests to view and download photos
- Wide variety of fun hats, glasses and props
- Several gorgeous backdrop options
- Experienced attendant for duration of event
- Includes setup and breakdown

## PARTY PREMIER PACKAGE - \$600

For weddings and larger events

- 3 hour rental
- Unlimited 2x6 prints
- Personalized, custom print design
- USB with original photos, strips and GIFs
- Online gallery access for client and guests to view and download photos
- Wide variety of fun hats, glasses and props
- Several gorgeous backdrop options
- Experienced attendant for duration of event
- Includes setup and breakdown
- No travel fees up to 30 miles from Gainesville

## ADD ONS

- Unlimited 4x6 postcard size prints: \$125
- Photo album or guestbook: \$50
- Additional half hour: \$75 each
- Additional hour(s): \$100 each
- Idle time: \$50 per hour
- Assistant (100+ guests): \$25/hour
- Travel fees over 30 miles: \$0.50/mile

