



# EG Weddings & Events

## MONTH-OF PACKAGE

- Phone/in-person consultation approximately 30 days from wedding date
- Final venue walk through the week of the wedding
  - Review of contracts with vendors
  - Review of venue layout and design
- Review timeline for wedding and rehearsal
  - Review of floral/design plan
  - Provide etiquette guidance
- Unlimited phone and email communication to address any questions or issues that arise
  - Coordinate wedding rehearsal
- On the day, I will communicate with all vendors, oversee all set-up, and handle all questions
  - See that all events run according to the timeline (cutting cake, first dances, toasts, etc. )
- See you off from the venue and wish you a lifetime of happiness!

Quotes by Request



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## PARTIAL PLANNING PACKAGE 6 MONTHS

- Create personalized and prioritized planning checklist
  - Meet regularly to guide planning process (up to 6 meetings prior to ceremony)
  - Budget creation and management
  - Negotiate contracts with vendors
- Manage communication with vendors through the planning process
  - Complete a final venue walk-through
  - Create a venue layout and execute design
    - Manage RSVPs
  - Create custom menus with selected caterers or chefs
  - Communicate with DJ/ceremony musicians
- Create customized timelines for all members of the wedding party for the rehearsal and wedding day
  - Unlimited phone and email communication
    - Coordinate wedding rehearsal
- On the day, oversee all vendors, deliveries, and set-up, and act as point person
- See that all rehearsal, ceremony, and reception events run according to timeline and venue policies
  - See you off from the venue and wish you a lifetime of happiness!

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## ELOPEMENT PACKAGE

For couples seeking a more intimate celebration of 25 guests or less:

- Create personalized and prioritized planning checklist
  - Scout ceremony sites
- Meet regularly for up to 4 months to guide planning process (up to in-person 4 meetings prior to ceremony)
- Assist in selection of local vendors for out-of-town clients
- Negotiate contracts with vendors and pick up orders where applicable
  - Assist with travel and accommodation reservations
- Manage communication with vendors through the planning process
  - Create an event layout and execute design
  - Create custom menus with selected caterers or chefs
  - Unlimited phone and email communication
  - Oversee logistics for wedding party and vendors
- On the day, oversee all vendors, deliveries, and set-up, and act as point person
- See you off from your ceremony and wish you a lifetime of happiness!

Quotes by Request

\*quotes are created on a client-by-client basis. All pricing is subject to change based on EG Weddings & Events' discretion



# EG Weddings & Events

## FULL SERVICE PACKAGE

- Create personalized and prioritized wedding checklist
- Unlimited in-person meetings to guide planning process
  - Budget creation and management
  - Assist in locating ceremony and reception venues
  - Recommend vendors, negotiate contracts and pricing
- Manage communication with all vendors throughout process
- Assist with design and ordering of invitation, save the dates, and other printed materials
  - Complete a final venue walk-through
  - Create venue layout and execute design
    - Manage RSVP's
  - Recommend wedding favors and manage ordering
    - Provide etiquette guidance
    - Marriage license
  - Communicate with all ceremony musicians/DJ's
- Create personalized timelines for each member of the wedding party for wedding and rehearsal
- Unlimited phone and email communication to address any questions or issues that arise
  - Coordinate your wedding rehearsal
- On the day, I will communicate with all vendors, oversee all set-up, and act as point person
  - See that all events run according to the timeline (cutting cake, first dances, toasts, etc.)

See you off from the venue and wish you a lifetime of happiness!

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