



Price Sheet

Day of Coordination Wedding \$1,500

- Review over the whole wedding plan
- Review contracts with vendors
- Confirm vendors' schedule
(Last confirmation is one week prior to wedding day)
- Reception program and timeline draft
- Wedding day timeline draft
- Review and set-up place cards and seating chart
- Set-up welcome table and guest favors
- Check-up ceremony and reception floor design
- Coordinate a rehearsal with (or without) the officiant
- Seven hours of coordination on wedding day

Day of Coordination Ceremony Only \$900

- Review over the whole wedding plan
- Review contracts with vendors
- Confirm vendors' schedule
(Last confirmation is one week prior to wedding day)
- Reception program and timeline draft
- Wedding day timeline draft
- Review and set-up place cards and seating chart
- Set-up welcome table and guest favors
- Check-up ceremony and reception floor design
- Coordinate a rehearsal with (or without) the officiant
- Three hours of coordination on wedding day

Event & Creators

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Price Sheet

Full Service Wedding Planning starting at \$4,500

Pre-Event Production

- Recommend venues and vendors in accordance with event budget and style
- Schedule and attend all vendor meetings and interviews
- Attend site visit(s) with client to establish the event style, direction and flow
- Unlimited face to face meetings, phone and e-mail communication/advice for client
- Guidance on wedding etiquette
- Create budget; manage deposit schedule and payments
- Review and negotiate all vendor contracts
- Decor conceptualization and coordinate overall event vision and design
- Act as the liaison between client and vendors for all logistical needs
- Create complete timeline for celebration and share with all vendors
- Lead all-vendor walk-through
- Provide guidance and sample text for printed materials including: save the date, invitation, ceremony program, and menu
- Coordinate sample table
- Source and order items and packaging for favors and welcome gifts bags
- Provide and maintain spreadsheet templates for the following: guest list, RSVP's, seating plan, photography shot list, payment schedule and "do not play" list

Wedding Week

- Attend final meeting with client and collect all celebration elements
- Confirm all details and arrival times for vendors
- Provide schedule for family and VIP guests
- Coordinate all printed materials
- Coordinate rehearsal with (or without) Officiant
- Manage rehearsal dinner including timing and speeches



Price Sheet

Full Service Wedding Planning starting at \$4,500

Wedding Day

- Coordinate all aspects of wedding celebration
- Review over Wedding Planning
- Vendor Contract Review
- Reception Program and Timeline Draft
- Wedding Day Timeline Draft
- Welcome Table Setup and Cheek
- Oversee check-in of rentals
- Create “steps of service” for catering team
- Coordinate all deliveries and installations of celebration in accordance with vendor contracts
- Coordinate distribution of final payments and gratuities
- Manage and coordinate transportation for family and guests
- Organize and set up escort cards, place cards and menu cards
- Conduct final lighting, sound and temperature inspection prior to guest arrival
- Conduct final seating and table check prior to guests welcomed to reception
- Cue all music changes and speeches with band/DJ
- Cue guest of honor and family for special moments including: cake cutting, toasts and dancing
- Serve as point person for all vendors—cueing timing throughout event
- Manage and remedy all moment-to-moment challenges
- Arrange favors (if applicable)
- Collect any celebration elements and gifts
- Double check return/pick up of all rental elements from caterer and floral designer
- Coordinate after-party