

how it works...

Package totals are Based on Several Factors:

- ✓ Package You Select?
- ✓ County/Location of Event?
- ✓ Total Guest Count- *200 GC or more is an additional*
- ✓ Season and Day of week- *Off Season and/or Weekday*
- ✓ How you customize your package of choice?

The Consultation:

The Initial Consultation is complimentary. It is a time for you to get to meet us and see how we can help. We highly encourage the bride and groom to attend. Consultations are taken Monday, Tuesday, Wednesday and Friday 9:00 am to 7:30 pm and some Saturday mornings. All our consultations are done in our studio which is located in Mission Viejo. Call for more info 949-709-7697.

The Consultation is a great time for you to get wedding planning tips and pointers. In addition you get to meet us, talk about where you are at in the planning process, and discuss which services you may be interested in.

Finally, we ask you to please take a few minutes and fill out the attached "Inquiry Form." Please email to info@carriegoff.com before you visit us at our studio.

day of –"basic"

Staff –Day of:

Professional Wedding Consultant- 10 hours
Day Of Coordination Hostess- 8 hours

Scheduled Appointments:

Schedule of Events -Get all details of event- 2 Hours (about 2 ½ months prior)
Wedding Rehearsal - 1 ½ hours- hand out timeline to all and go over day of details with family and friends

What We Can Do For You:

Vendor Recommendations - Access to extensive list of highly recommended professional vendors
Etiquette/Tradition Advice - Draw from our years of planning in the industry
Vendor Contracts - Review to make sure there are no discrepancies
Vendor Confirmations -Contact all your vendors week of wedding. Provide them with; day of schedule, set-up times, floor plan & details
Vendor Communication – Day of -Work with vendors on the day of event- i.e. musicians/dj, photographer, catering staff, and etcetera
Flow of Events - Guide you to the next upcoming event, Relax and Enjoy your Day!

Documents/Items Prepared for Your Event:

Itinerary
Schedule of Events
Accessory Set-up Checklist
Vendor Contact Sheet
Final Vendor Payments & Tip Sheet
Marriage License Info & Tips
Login Name and password to our blog www.weddingonthebrain.com

“standard” – budget & event management

Staff –Day of:

Professional Wedding Consultant- 11 hours
Day Of Coordination Hostess- 9 hours

Scheduled Appointments:

Budget & Event Management Appointment (1 ½ hrs)
Site Walk (1 ½ hrs) – Discuss venue flow, set-up and criteria
Schedule of Events (2hrs) - Get all details of event and docs compiled (2 ½ months prior)
Wedding Rehearsal (1 ½ hrs)- Hand out timeline and go over day of details with family and friends

Budget Guidance:

Help set up your wedding budget
How to save and stay within your budget
Guidance/pointers on your overall budget

What We Can Do For You:

Vendor List - Access to extensive list of highly recommended professional vendors
Vendor Suggestions - Give suggestions of vendors in each category based on your budget
Etiquette/Tradition Advice - Draw from our years of planning in the industry
Floor Plan and Layout – Discuss flow of entire event and floor plan options and various layouts
Vendor Contracts - Review to make sure there are no discrepancies
Vendor Confirmations -Contact all your vendors week of wedding. Provide them with; day of schedule, set-up times, floor plan & details. Confirm services they are providing.
Vendor Communication – Day of -Work with vendors on the day of event- i.e. musicians/dj, photographer, catering staff, and etcetera
Flow of Events - Guide you to the next upcoming event, Relax and Enjoy your Day!
Honeymoon Suite (day of)- Check you in-Amenities verified & Decor (if on location)

Documents/Items Prepared for You:

To Do Check List for Bride & Groom
Budget Priority Worksheet-What is important to you
Budget Percentage Worksheet- What to spend on each vendor/category
Budget Analysis/Guide sheet–Present your estimated wedding budget to you
Itinerary
Schedule of Events
Accessory Set-up Checklist
Vendor Contact Sheet
Final Vendor Payments & Tip Sheet
Marriage License Info & Tips
Login Name and password to our blog www.weddingonthebrain.com

“premiere”- event design

Staff –Day of:

Professional Wedding Consultant- 12 hours
Day Of Coordination Hostess- 11 hours

Scheduled Appointments:

Budget & Event Management Appointment (1 ½ hrs)-Budget, to do list and vendors
Site Walk (1 ½ hrs) – Discuss venue flow, set-up and criteria
Event Design Consultations (1 ½ hrs) – Create Picture Gallery & Event Design Concepts
Overall Design Concept & Event Design with Floral Designer (1 ½ hrs)
Floral Mock-up/Preview (1 hr)- with Floral designer, linens, chairs, accessories, etc
Menu/Caterer Appointment (1 ½ hrs) –Discuss and pick menu and service style
Schedule of Events (2hrs) -Get all details of event and docs compiled (2 ½ months prior)
Wedding Rehearsal (1 ½ hrs) - hand out itinerary, day of details with family & friends

Budget Guidance:

Help set up your wedding budget
How to save and stay within your budget
Guidance/pointers on your overall budget

What We Can Do For You:

Vendor List - Access to extensive list of highly recommended professional vendors
Vendor Suggestions - Give suggestions of vendors in each category based on your budget
Etiquette/Tradition Advice - Draw from our years of planning in the industry
Ceremony /Reception Décor Guidance - Favors and cocktail/dinner reception accessory ideas, Assist in designing floral décor, centerpieces and your theme. Ideas on how to make your wedding unique which reflects the both of you
Floor Plan and Layout – Discuss flow of event, floor plan options and various layouts
Vendor Contracts - Review to make sure there are no discrepancies
Vendor Confirmations -Contact all your vendors week of wedding. Provide them with; day of schedule, set-up times, floor plan & details. Confirm services they are providing.
Vendor Communication – Day of –Coordinate all vendors on the day of event
Rental equipment Management - Management of all and placing all rental orders
Design Vendors - Assist selecting rentals, linens, lighting, florist, and etcetera.
Flow of Events - Guide you to the next upcoming event, Relax and Enjoy your Day!
Honeymoon Suite (day of)- Check you in-Amenities verified & Decor (if on location)

Documents/Items Prepared for Your Event:

To Do Check List for Bride & Groom
Budget Priority Worksheet
Budget Percentage Worksheet
Budget Analysis/Guide
Event Plan Design Worksheet- Layout
Cohesive Event Color Palette
Day of Floor plan
Lighting floor plan

Itinerary
Schedule of Events
Accessory Set-up Checklist
Vendor Contact Sheet
Final Vendor Payments & Tip Sheet
Marriage License Info & Tips
Login name/password to www.weddingonthebrain.com

“semi-full” – venue & design

All services provided in Premiere included in this popular package.

Scheduled Appointments:

- 1 phone appt to go over Venue criteria (½ hour)
- 1 phone appt to go over Venues selected (1 hour)
- 3 Site walks-view possible property after meeting criteria (3 hours)
- 2 Event Design appts with consultant- linens, invitations, rentals, etc. (3 hours)

Venue Selections:

- 5 Venue/Site Referrals based on criteria
- Schedule all site walk appointments on be half of client
- Provide catering menus, price points and general info of venues
- Venue key interests, draw backs, and checklists
- Venue contract negotiations; search and secure site on your behalf

Event Design & Coordination:

- Collaborate event design vendors
- Schedule all event design vendor appointments on be half of client
- Suggestions and guidance on rental and design vendors

“full service”

\$ inquire about price

All services provided in Premiere & Semi-full included in this package.

Here are some of the items you can add to create a service perfect for you:

Some Various Customized Selections:

- ❖ Contract negotiations
- ❖ Unlimited Vendor appointments
- ❖ Rehearsal Dinner Location & Details
- ❖ Unlimited Wedding day Coverage for PWC & CH
- ❖ Review & Final Site Walk Consultation
- ❖ Room Blocking for Guest –Guest Welcome Bags
- ❖ Candy & Sweets Station Display for Guest Favors
- ❖ Assistance of menu selection/service style
- ❖ Assistance selecting favors, guest books, etcetera
- ❖ Search & Secure items needed: favors, printed items, & etcetera
- ❖ Find/create special readings for ceremony
- ❖ Design the processional, recessional, & seating plans
- ❖ Additional Pair of hands on the Day off event
- ❖ Manage of all vendors from selecting to hiring to contracts

Call today 949.709.7697 or 949.257-7830
to set-up a FREE consultation to get your wedding planning process
Started!!!!