



## how it works...

### Package totals are Based on Several Factors:

- ✓ Package You Select?
- ✓ County/Location of Event?- *out of OC will incur an additional fee of \$40 (LA, Ventura, SD)*
- ✓ Total Guest Count- *175 GC or more is an additional \$150.00 and up*
- ✓ How you customize your package of choice?
- ✓ Additional hours needed? No worries add onto any package of CHOICE! Rates:  
Wedding consultant are \$45 per hour and coordination hostess \$30.00

### \*The Pre-Booking Consultation:

The \*Initial Pre-Booking Consultation is complimentary for the first 45 minutes. 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.

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.



## day of –"basic" –Ceremony & Reception

### Staff –Day of:

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

### Scheduled Appointments:

**Schedule of Events (details)** -Get all details of event- 2 Hours (about 2 to 1 ½ months prior)

**Wedding Rehearsal** (1 ½ hrs) - hand out itinerary, day of details with family & friends, collect all your items we will set-up

### What We Can Do For You:

**Vendor Recommendations** - Access to extensive list of highly recommended professional vendors- list emailed

**Etiquette/Tradition Advice** - Draw from our years of planning in the industry- Details Appointment

**Vendor Contracts** – Review at your Details appointment 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. (7 hours max planning time)

**Vendor Communication & Set-up (day of )**-Work with vendors on the day of event- i.e. musicians/dj, photographer, catering staff, and etcetera. Set-up and breakdown your items on your accessory set-up checklist. Distribute final day of payments and tips.

**Flow of Events (day of)**- 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



## “standard” – month of

### Staff –Day of:

Professional Wedding Consultant- 11 hours  
Day Of Coordination Hostess- 10 hours

### Scheduled Appointments:

**Site Walk** (1 ½ hrs) – Discuss venue flow, set-up and criteria  
**Schedule of Events** (2hrs) - Get all details of event and docs compiled (3 months prior)  
**Wedding Rehearsal** (1 ½ hrs)- Hand out timeline 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- list emailed  
**Etiquette/Tradition Advice** - Draw from our years of planning in the industry- Details Appointment  
**Vendor Contracts** – Review at your Details appointment 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. (9 hours max planning time)  
**Vendor Communication & Set-up (day of)** -Work with vendors on the day of event- i.e. musicians/dj, photographer, catering staff, and etcetera. Set-up and breakdown your items on your accessory set-up checklist. Distribute final day of payments and tips.  
**Flow of Events (day of)**- 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  
Vendor Recommendation List  
Floorplan -Reception  
Itinerary  
Schedule of Events  
Accessory Set-up Checklist  
Vendor Contact Sheet  
Final Vendor Payments & Tip Sheet  
Marriage License Info & Tips



## “premiere”- event design or vendor management (depending on hours and if both design and vendors)

### Staff –Day of:

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

### Scheduled Appointments:

**Site Walk** (1 ½ hrs) – Discuss initial venue criteria, set-up and rules and regs  
**Event Design Consultation** (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  
**Schedule of Events** (2hrs) -Get all details of event and docs compiled (2 ½ months prior)  
**Final Site Walk flow- Layout details** (1 ½ hrs) – Discuss final event flow, event set-up and criteria  
**Wedding Rehearsal** (1 ½ hrs) - hand out itinerary, day of details with family & friends

### 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 Negotiates** – Contact, negotiate and book vendors on clients behalf  
**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  
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](http://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)

### Budget Guidance:

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

### 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”

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