

ONE 23 EVENTS

PLANNING SERVICES

VENUE LEAD | Included in your venue rental

- Onsite Building Host
- AV and lighting support
- Tables + chairs set up
- Room Flip (if applicable)



Judd Sather Photography

EVENT DECORATOR | \$495

Everything included in Event Lead *PLUS* the following:

- Assistance with load-in of client-provided decor
- Set up of ceremony decor and reception decor including:
 - Guest book table, memorial table, head table, centerpieces, cake table, etc.
- Client to provide written or photo decor instructions

DAY OF COORDINATOR | \$895

- 1 phone or in-person meeting to discuss timeline + decor
- Distribution of timeline to all appropriate parties
- Attendance and coordination at rehearsal (if rehearsal space on-site is booked)

Day of Event:

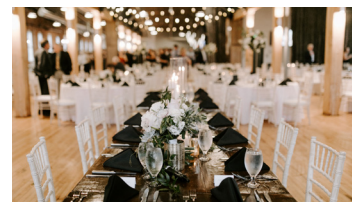
- (8) hours of onsite coordination (extra hours available)
- Management of overall event, including problem solving
- Set up of ceremony decor and reception decor including:
 - Guest book table, memorial table, head table, centerpieces, cake table, linen, lighting candles, ceremony decor, ceremony backdrop, entrance, welcome sign, etc.
- Greet vendors, act as main point of contact for vendors throughout day
- Greet guests upon arrival
- Manage timing of events according to timeline
- Make certain that last minute touches and decorations are finalized
- Cue wedding party and musicians throughout ceremony
- Track that the day runs as scheduled (photography, vendor arrival, grand march, dinner, toasts, dances, etc.)
- Move decor as needed (ceremony arch, table decor during room flip, etc).



Judd Sather Photography



Judd Sather Photography



Whitney Beth Photography

PLANNING SERVICES CONTINUED

EXPERT DAY OF COORDINATOR | \$1195 *Senior Level Expertise + Day-of Assistant Included*

- 1 phone or in-person meeting to discuss timeline + decor
- Distribution of timeline to all appropriate parties
- Attendance and coordination at rehearsal (if rehearsal space on-site is booked)

Day of Event:

- (8) hours of onsite coordination (extra hours available)
- Management of overall event, including problem solving
- Set up of ceremony decor and reception decor including:
 - Guest book table, memorial table, head table, centerpieces, cake table, linen, lighting candles, ceremony decor, ceremony backdrop, entrance, welcome sign, etc.
- Greet vendors, act as main point of contact for vendors throughout day
- Greet guests upon arrival
- Manage timing of events according to timeline
- Make certain that last minute touches and decorations are finalized
- Cue wedding party and musicians throughout ceremony
- Track that the day runs as scheduled (photography, vendor arrival, grand march, dinner, toasts, dances, etc.)
- Move decor as needed (ceremony arch, table decor during room flip, etc).

Ideal for weddings with extensive decor set up or 200+ guests!



Judd Sather Photography



Whitney Beth Photography



Studio Twelve: 52

EXPERT PLANNING | \$2195 *Senior Level Expertise + Day-of Assistant Included*

Everything included in Day of Coordinator *PLUS* the following:

- (25) hours of email correspondence with Expert Planner
- (3) 1-hour meetings
- Personalized vendor recommendations
- Personalized decor recommendations
- Initial timeline meeting and timeline curation (month of event)

Day of Event:

- (12) hours of onsite coordination (extra hours available)
- Management of overall event, including problem solving
- Set up of ceremony decor and reception decor
- Greet vendors, act as main point of contact for vendors throughout day
- Greet guests upon arrival
- Manage timing of events according to timeline
- Make certain that last minute touches and decorations are finalized
- Cue wedding party and musicians throughout ceremony
- Track that the day runs as scheduled (photography, vendor arrival, grand march, dinner, toasts, dances, etc.)
- Move decor as needed (ceremony arch, table decor during room flip, etc).
- Arrange for next day pickup of items, vendor permitting
- Pack up and organize all decor items end of evening