



Wedding Packages

Package prices vary according to size and details of your event.

– All packages include a complimentary consultation –

1

JUST THE BASICS:

(day/month of coordination)

This package is for couples who intend to plan each and every detail of their event, but desire a coordinator to ensure that their special day flows smoothly.

Pre-Wedding:

- Initial consultation to gain perspective of your vision, style and desires
- Customized list of preferred vendors that fit your budget, needs and event
- Wedding checklist to help you stay on-track during the planning process
- Marriage license information
- Unlimited communication via phone and e-mail
- Face to face final appointment two weeks prior to event
- Coordination and confirmation of all vendors, including deliveries
- Creation of detailed itinerary/timeline of ceremony and reception
- Ceremony rehearsal attendance and coordination (up to two hours)

Wedding Day:

- Wedding day coordinator (up to eight hours)
- Oversee vendors and direct setup of ceremony/reception
- Organize and direct wedding processional and recessional during ceremony
- Manage and direct reception
- Coordinate transportation (if necessary)
- Placement of items such as sign in book, escort/menu cards, favors, table numbers...
- Ensure all bouquets and boutonnieres are distributed
- Ensure marriage license is on-site
- Distribute any final payments/gratuities to vendors
- Access to Bridal Emergency Kit
- Assistance with any unforeseen issues that may arise
- Arrange for delivery of gifts/items to pre-determined location/person

Beginning at \$2,000

*additional charges based on number of locations and scope of event

2

I WANT SOME HELP:

(partial planning & coordination)

This package is for couples who want to have a hand in the planning process of their big day, but want professional assistance to ensure the best vendor selection, detail perfection, and an all-over effortless flow.

Pre-Wedding:

- Initial consultation to gain perspective of your vision, style and desires
- Customized list of preferred vendors that fit your budget, needs and event
- Wedding checklist to help you stay on-track during the planning process
- Marriage license information
- Unlimited communication via phone and e-mail
- Up to four in-office planning sessions
- Planner in attendance for up to four off-site vendor meetings
- Face to face final appointment two weeks prior to event
- Coordination and confirmation of all vendors, including deliveries
- Creation of detailed itinerary/timeline of ceremony and reception
- Ceremony rehearsal attendance and coordination (up to two hours)
- Assistance with selecting bridal party and groom attire
- Assistance with theme and design of ceremony and reception
- Assistance with invitation selection and design
- Assistance with favor selection
- Assistance with floor plan and room design
- Create budget, track payments and due dates
- Obtain and review all vendor contracts to ensure fulfillment

Wedding Day:

- Wedding day coordinator and assistant (up to ten hours)
- Oversee vendors and direct setup of ceremony/reception
- Organize and direct wedding processional and recessional during ceremony
- Manage and direct reception
- Coordinate and book transportation
- Placement of items such as sign in book, escort/menu cards, favors, table numbers...
- Ensure all bouquets and boutonnieres are distributed
- Ensure marriage license is on-site
- Distribute any final payments/gratuities to vendors
- Access to Bridal Emergency Kit
- Assistance with any unforeseen issues that may arise
- Arrange for delivery of gifts/items to pre-determined location/person
- Assistance with transportation schedule

Begins at \$4,000

*additional charges based on number of locations and scope of event

3

I WANT IT ALL:

This package is for couples who want professional assistance from beginning to end. This package has it all! The ultimate planning experience for a beautiful, worry-free, relaxed event.

Pre-Wedding:

- Initial consultation to gain perspective of your vision, style and desires
- Selection and negotiation assistance with vendors that fit your style
- Wedding checklist to help you stay on-track during the planning process
- Marriage license information
- Unlimited communication via phone and e-mail
- Unlimited venue-selection assistance
- Unlimited in-office planning sessions
- Unlimited planner attendance at off-site vendor meetings
- Face to face final appointment two weeks prior to event
- Coordination and confirmation of all vendors, including deliveries
- Creation of detailed itinerary/timeline of ceremony and reception
- Ceremony rehearsal attendance and coordination (up to two hours)
- Assistance with selecting bridal party and groom attire
- Assistance with theme and design of ceremony and reception
- Assistance with invitation selection and design
- Assistance with selection and preparation of favors
- Assistance with floor plan and room design
- Create budget, track payments and due dates
- Obtain and review all vendor contracts to ensure fulfillment
- Delivery of assembled gift bags (up to two hotels)
- Assistance with assembly and mailing of invitations
- Assistance with hotel room blocking
- Assistance with seating chart

Wedding Day:

- Wedding day coordinator and assistant (up to twelve hours)
 - Oversee vendors and direct setup of ceremony/reception
 - Organize and direct wedding processional and recessional during ceremony
 - Manage and direct reception
 - Coordinate and book transportation
 - Placement of items such as sign in book, escort/menu cards, favors, table numbers...
 - Ensure all bouquets and boutonnieres are distributed
 - Ensure marriage license is on-site
 - Distribute any final payments/gratuities to vendors
 - Access to Bridal Emergency Kit
 - Assistance with any unforeseen issues that may arise
 - Arrange for delivery of gifts/items to pre-determined location/person
 - Assistance with transportation schedule
- Follow up with vendors to ensure timely and satisfactory receipt of items (photos, videos, etc)

Begins at \$6,000

*additional charges based on number of locations and scope of event

4

I WANT IT ALL, AND THEN-SOME:

This package includes everything listed in the “I Want It All” package, but includes multi-day events, including management and coordination of pre-wedding events such as engagement parties, bridal showers, rehearsal dinners, and post-wedding events like after-parties or brunches.

Begins at \$8,000

*additional charges based on number of locations and scope of event

{ Email us at info@elaneventstudio.com or call 813-870-2255 to schedule your complimentary consultation. }



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