



# Bluebell Weddings & Events

Thank you for your interest in Bluebell Weddings & Events!

We offer competitive pricing, quick response times, expert advice, and a calm, cool, & collected approach that will put you at ease!

Contact Caroline for more information and to schedule a free, no-pressure consultation.

(919) 348-9058 / [BluebellWeddingsNC@gmail.com](mailto:BluebellWeddingsNC@gmail.com)

## \* The Peace of Mind Package\*

*Month-Of Wedding Coordination*

\$1,500

You do the planning, we bring it all together! This package includes coordination services starting one month before your wedding day. We handle the final logistics, review your plans with you, and double check everything to make sure no detail is missed.

You will have true peace of mind knowing your wedding day will be perfect!

\*All packages include access to our décor & accessory inventory\*

### *Wedding Month Preparation*

- One in-depth consultation session to review wedding day details
- One venue walkthrough
- Design layouts & floorplans for ceremony & reception spaces, including rain plans if applicable
- Communicate with vendors to confirm services & orders and coordinate scheduling & delivery times
- Review vendor contracts/orders to confirm & cross-check all details
- Create a detailed schedule for you & your wedding party
- Create a “behind-the-scenes” schedule for your venue & vendors
- Attend and direct your wedding rehearsal (up to 1 hour)

### *Wedding Day Coordination*

- Up to 12 hours of on-site management from lead planner
- Up to 4 hours on-site from one assistant
- Access to planner’s Emergency Kit (*contains over 100 items!*)
- Set up special wedding items and any DIY décor elements
- Point person for vendors & deliveries
- Coordinate the ceremony and cue the processional
- Coordinate cocktail hour & reception
- Maintain timeline & cue “special moments” (grand entrance, toasts, first dance, cake cutting, couple’s exit, etc)
- Oversee event clean-up & gather couple’s belongings
- Handle any unexpected surprises or problems so you don’t have to!

*We hired Caroline to handle the month before the wedding and day-of. She made our day go smoother than we thought possible. She was on top of every detail and really went above and beyond in so many ways that it would take a full page to list them all. To anyone looking for an event planner, look no further.*

*- Courtney M, April 2022*

### **\* The Sanity Saver \***

#### *Partial Planning Package*

**\$3,000**

When you need more than just coordination services, but full planning is too much, partial planning is perfect for you! This package is for the couple who wants to do some of the planning themselves, but want the assistance of a wedding pro by their side throughout the process to keep them on-track and ease the burden of planning logistics.

- Includes all services from the Month-Of Wedding Day Coordination package, plus:
- Wedding planning Personal Assistant (Unlimited text, phone, email, and video chat support for questions and advice throughout your engagement)
- Wedding vision meeting to discuss your ideas, style, preferences, and create an overall vision for your wedding day
- Budget analysis meeting and detailed line-item budget breakdown
- Venue matchmaking (personalized “short list” of venue recommendations based on budget, style, location, and availability for your date)
- Vendor matchmaking (personalized “short list” of vendors based on budget, style, and availability for your date)
- Personalized month-by-month to-do list & planning timeline
- Wedding planning document templates (vendor contacts, payment tracker, guest list, and more)
- Assistance with rental order if needed (determining quantities & sizes for tables, linens, tableware, etc)

*Absolutely amazing. Hands down best decision ever. I was so freaked out to plan a wedding with so much going on and my crazy work schedule. Caroline was there at every moment helping with everything. Incredibly grateful for her dedication, resilience, and kindness throughout this entire process. She does not disappoint!*

*- Bridget P, May 2022*

\* The Fairy Godmother \*  
*All-Inclusive Planning & Coordination*  
\$5,000

If you want your wedding to just magically happen, this is the plan for you!  
We are there for you every step of the way to plan and execute your perfect day.  
You're in charge of the vision and decisions, because this is still your wedding, not ours!  
But otherwise, the theme of this package is "We'll take care of it!"

- Includes everything from the Sanity-Saver partial planning package, plus:
- Venue & Vendor Coordination & Management
  - Schedule & attend appointments, consults, and site tours
  - Negotiate & review contracts
  - Track payments
  - Ongoing communication with vendors
- Full-Service Event Design
  - Create design plan based on your style & vision
    - Flowers, linens, table settings, lighting, & other decor
  - Online collaborative design board so you can envision your design
  - Full coordination of floral order
  - Full coordination of rental order
  - Design invitations & other printed materials
- Purchases & Assembly
  - Order printed materials
    - Invitations, RSVP cards, programs, menus, place cards, signs
  - Assemble & mail save-the-dates
  - Assemble & mail invitations
  - Source & purchase décor items
  - Source & purchase special items (exit items, favors, guest book, etc)
  - Assemble guest favors
  - Assemble & deliver hotel welcome bags
- Guest List & RSVP Management
  - Supply guest list template & input guest information
  - Be point of contact for RSVP's & maintain updated guest list
  - Contact guests for missing RSVP's
  - Assist with seating plan

*For more information and to start making your dream wedding a reality,  
visit us at [www.bluebellweddings.com](http://www.bluebellweddings.com)*