



Bluebell Weddings & Events

* The Fairy Godmother *

All-Inclusive Planning & Coordination

\$5,000

- Consultative Services
 - “Wedding Vision” initial in-depth planning meeting
 - Wedding planning “Personal Assistant”
 - > Unlimited text, phone, & email support for questions and advice
 - > Monthly check-in meetings (in person/video chat)
 - > Personalized month-by-month planning task list
 - Budget advisement
 - > Budget planning meeting
 - > Line-item budget development
 - > Vendor payment tracking
- Venue Matchmaking
 - Make inquiries with venues regarding date availability & pricing
 - Provide a “short list” of potential venues that match your location, style, & budget preferences (usually 4-6 venues)
 - Attend up to 3 venue tours with you
- Vendor Matchmaking*
 - Research & recommend vendors based on preferences, style, & budget
 - Contact vendors to check availability and obtain quotes for desired services
 - Provide a “short list” of vendors for your review (usually 3-4 vendors per category)
- Full Service Venue & Vendor Coordination*
 - Schedule & attend appointments including initial consults & planning meetings
 - Negotiate & review contracts
 - Ongoing communication with vendors throughout planning process as needed
- Full Service Event Design
 - Online collaborative design board to visualize your wedding design & decor
 - Additional venue visit if needed
 - Design décor based on your style, budget, and inspiration photos
 - > Including floral décor, linens, tablescapes, lighting, & other décor items
 - Full coordination of floral and rental orders
 - > Schedule & attend floral consults
 - > Provide florist(s) with inspiration photos and design guidelines
 - > Schedule & attend rental showroom appointments
 - > Determine quantities & styles needed for rental order
 - > Coordinate initial rental order and keep quantities updated as needed
 - Design printed materials (invitations, programs, menus, place cards, etc) based on client’s style & budget

- 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 other special items (exit items, favors, guest book, etc)
 - Assemble guest favors
 - Assemble & deliver hotel welcome bags

- Guest List Management
 - Supply guest list template & input your guest information
 - Be point of contact for RSVP's if desired
 - Manage guest list and track RSVP's, meal counts, etc
 - Supply seating chart template & assist with seating plan

- Wedding Month Preparation
 - "Wedding Day Details" planning meeting
 - Final 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 12 hours on-site from assistant coordinator
 - Access to planner's Emergency Kit (*contains over 100 items!*)
 - Set up special wedding items and any DIY décor elements**
 - Manage vendors and be point of contact for all vendors & deliveries
 - Coordinate the ceremony, including lining up processional and cueing music
 - Coordinate cocktail hour & reception
 - Maintain timeline & cue "special moments" (grand entrance, toasts, first dance, cake cutting, couple's exit, etc)
 - Gather couple's personal items for collection by assigned family member or friend
 - Distribute gratuities and/or final payments to vendors if needed
 - Oversee and assist with event tear-down and clean-up

** Vendor-related services include any/all of the following categories:*

Catering, photography, videography, rentals, floral, ceremony music, reception music, cake/dessert, hair & makeup, attire, officiant, photo booth, transportation, hotel block

*** Please note that set-up and tear-down of tables, chairs, ceiling/wall draping, lighting, DIY photo booths, and large items such as arbors, photo backdrops, or decorative walls is not included*