

Wedding Bells EVENTS

Event Packages

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Wedding Bells & Events offers assistance planning weddings, social events and corporate functions. We offer packages designed to take care of the individual needs of our clients. We are very detailed in what we do and we are dedicated to making your event a success, so leave the planning to us!

We love planning events, so whether it's an upcoming your church's Christmas Party or a holiday party at your company, we can take care of all your needs. We offer assistance planning the following corporate events: Church Events, Galas, Holiday Parties and Retirement Parties. View more information on the packages offered below.

The Event Planning Package

If you need help planning an event from start to finish, this is the package for you. The price is **20% of the cost of the total event.**

- Initial consultation to explain the planning and coordination process
- Up to ten 1 hour professional consultations via videoconference/telephone/in-person scheduled between the hours of 10 a.m – 7 p.m, Monday – Friday throughout the planning process. (Be aware an extra cost will be added for travel expenses if the meeting is more than 100 miles round trip from the event planner’s home/office.)*
- Assistance in budget determination and breakdown as needed
- Discussion and development of theme, color, style and complete event design
- Referrals of event professionals in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- Schedule and attend up to 5 vendor appointments of your choice
- Establish and manage planning timeline with periodic updates
- Track and handle all vendor payments and payment due dates
- Provide etiquette advice for the event
- Create layout design
- Provide RSVP management via online website
- Review all vendor contracts to assist in finalizing the details, negotiate prices and assist in resolving any concerns
- Act as liaison between client and the vendors after the contract is signed
- Manage/develop the selection/design of the stationary; invitations, welcome packets, programs and escort cards
- Oversee the design and assembly of programs, escort cards, welcome baskets and favors
- Assemble the Invitations and Announcements
- Oversee the mailing of Invitations and Announcements
- Visit to event sites prior to scheduled event
- Development and distribution of a detailed event timeline and itinerary and floor plan for contracted vendors (venue must provide sample floor plan)
- Confirm contract details to all contracted vendors 1 – 2 weeks before event
- On-site coordination and supervision with an assistant for up to 10 hours on the day of your event
- Manage vendor setup at event site
- Develop and organize table assignments along with place cards and table numbers and guest list
- Set up/breakdown tables/chairs and all décor
- Ensure that any items left over are loaded and prepared for transportation
- Plan/Coordinate entertainment and all announcements/events during scheduled event

- Be prepared to meet any emergency situation that may arise
Please note that the services listed above do not include running any event related errands such as **picking up or delivering attire, supplies or equipment, etc.**
Package can be customized to fit clients individual needs.

The D.I.Y Event Planning Package

If you have planned all of the details of your event but just need help making it run smoothly, this is the package for you. The price is **10 % of the total cost of the event.**

- Initial consultation to explain the planning and coordination process
- Up to five 1 hour professional consultations via videoconference/telephone/in-person scheduled between the hours of 10 a.m – 7 p.m, Monday – Friday throughout the planning process. (Be aware an extra cost will be added for travel expenses if the meeting is more than 100 miles round trip from the wedding planner’s home/office.)*
- Provide etiquette advice
- Assist with event programs
- Review all vendor contracts to assist in finalizing the details and assist in resolving any concerns
- Confirm contract details to all contracted vendors 1 – 2 weeks before event
- Visit to event site prior to event day
- Development and distribution of a detailed event weekend timeline, itinerary and floor plan for contracted vendors (venue must provide sample floor plan)
- On-site coordination and supervision with an assistant at the event for up to 10 hours on the day of your event
- Manage vendor and décor setup at event sites
- Set up/breakdown of all décor and tables/chairs
- Coordinate entertainment and all announcements/events during event with Master of Ceremonies
- Transport any décor items to event site
- Be prepared to meet any emergency situation that may arise
- Ensure that any items left over are loaded and prepared for transportation
- Coordinate breakdown of the event

Please note that the services listed above do not include running any errands such as **picking up or delivering attire, supplies or equipment, etc.**

Package can be customized to fit clients individual needs.

A LA CARTE ITEMS THAT COMPLIMENT THESE PACKAGES:

Design Package: (4) one hour consultations via videoconference/telephone/in-person scheduled between the hours of 10 a.m – 7 p.m, Monday – Friday. (Be aware an extra cost will be added for travel expenses if the meeting is more than 100 miles round trip from the event planner's home/office.)*

This package is based on **50 guests** and includes simple floral centerpiece designs of roses and hydrangeas or just hydrangeas with your vase style of choice. (Styles include: cylinder, bubble bowl, pear shaped or square design bowls) Also, you may choose non-floral centerpieces such as floating candles, decorated vases, edible arrangements etc. Also includes referrals for stationary items such as invitations, programs, etc. (includes all supplies) The average cost per arrangement will be between \$15-\$50.