

Wedding Bells EVENTS

Wedding 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 weddings and all the events surrounding weddings! We offer assistance planning the following weddings and wedding related events: Traditional, Cultural, Destination, and Military Weddings. View the packages we offer below.

The Wedding Extravaganza Package

This is for the bride and groom who want the full planning experience, plus a little extra! The package cost is 20% of the total costs for all of the events. This includes a maximum of 9 months of planning time.

- Initial consultation to explain the planning and coordination process
- Up to forty 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.)*
- Assistance in budget determination and breakdown as needed
- Discussion and development of theme, color, style and complete design
- Referrals of professionals in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- Scheduling and attendance of up to 10 vendor appointments of your choice
- Establish and manage planning timeline with periodic updates
- Complete coordination, design and facilitation of engagement and bridal shower parties
- Development of task list to be completed monthly by bride and groom
- Create and manage couple’s website through wedding website of your choice
- Provide etiquette advice
- Plan and create layout design of each event
- Assist with snacks and beverages for the bridal party the day of the wedding
- Coordinate the Grand Entrance and Exit
- Plan ceremony (including seating, processional, and recessional)
- Plan and develop ceremony and reception programs
- RSVP management for all events through online software
- Provide name change and marriage license Information
- Review all vendor contracts to assist in finalizing the details, negotiate prices and assist in resolving any concerns
- Track and handle vendor payments and payment due dates
- Confirm contract details to all contracted vendors
- Act as liaison between bride and groom and the vendors after the contract is signed
- Guidance on resources for vows and music selections
- Identify and coordinate out-of-town guest hotel accommodations along with negotiating room rates (Up to 2 hotels)
- Coordinate the transportation arrangements for out-of-town guests
- Manage the selection/design of the wedding stationary; save-the-dates, invitations, programs and escort cards
- Assemble the Save-the-Dates, Invitations and Announcements
- Oversee the mailing of wedding Save-the-Dates, Invitations and Announcements
- Visit to both ceremony and reception sites prior to wedding
- Development and distribution of a detailed wedding weekend timeline, itinerary and floor plan for contracted vendors and bridal party (venue must provide sample floor plan)

- Wedding rehearsal supervision which includes both the ceremony and reception (2.5 hours maximum)
- On-site coordination and supervision with an assistant at each event for up to 10 hours on the day of the event
- Manage vendor & décor setup at event sites
- Organize & distribute all personal flowers to wedding party, family members and special guests
- Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, etc.
- Oversee ushers, gift table and guest book attendants
- Place table names, stationary, place cards, guest sign in book, floral décor, centerpieces, favors, toasting glasses and serving set per client's instructions
- Develop and organize table assignments along with place cards and table numbers and guest list
- Coordinate entertainment and all announcements/events during reception with Master of Ceremonies
- Transport any ceremony items from ceremony to reception site
- Be prepared to meet any emergency situation that may arise
- Distribute toss items for the grand exit
- Ensure that gifts are loaded and prepared for transportation
- Coordinate breakdown of the event

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

Package can be customized to fit clients individual needs.

The Wedded Bliss Package

This is for the bride and groom who want the full planning experience! The package cost is 15% of the total cost of the wedding. This includes a maximum of 6 months of planning time.

- Initial consultation to explain the planning and coordination process
- Up to thirty 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.)*
- Assistance in budget determination and breakdown as needed
- Discussion and development of theme, color, style and complete wedding design
- Referrals of wedding 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
- Development of wedding task list to be completed monthly by bride and groom
- Create and manage couple’s website through the wedding website of your choice
- Provide etiquette advice
- Plan reception and create reception layout design
- Assist with snacks and beverages for the bridal party
- Coordinate the Grand Entrance and Exit
- Plan ceremony (including seating, processional, and recessional)
- Plan and develop ceremony and reception programs
- Provide RSVP management through online software
- Provide Name Change and Marriage License Information
- Review all vendor contracts to assist in finalizing the details, negotiate prices and assist in resolving any concerns
- Track and handle all vendor payments and payment due dates
- Confirm contract details to all contracted vendors 1 – 2 weeks before wedding day
- Act as liaison between bride and groom and the vendors after the contract is signed
- Guidance on resources for vows and music selections
- Identify and coordinate out-of-town guest hotel accommodations along with negotiating room rates (Up to 2 hotels)
- Coordinate the transportation arrangements for out-of-town guests
- Manage the selection/design of the wedding stationary; save-the-dates, invitations, programs and escort cards
- Assemble the Save-the-Dates, Invitations and Announcements
- Oversee the mailing of wedding Save-the-Dates, Invitations and Announcements
- Visit to both ceremony and reception sites prior to wedding
- Development and distribution of a detailed wedding weekend timeline, itinerary and floor plan for contracted vendors and bridal party (venue must provide sample floor plan)
- Wedding rehearsal supervision which includes both the ceremony and reception (2.5 hours)

maximum)

- On-site coordination and supervision with an assistant at the ceremony and reception site and for up to 10 hours on the day of your wedding
- Manage vendor & décor setup at ceremony and receptions sites
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, etc.
- Oversee ushers, gift table and guest book attendants
- Develop and organize table assignments along with place cards and table numbers and guest list
- Place table names, stationary, place cards, guest sign in book, floral décor, centerpieces, favors, toasting glasses and serving set per client's instructions
- Coordinate entertainment and all announcements/events during reception with Master of Ceremonies
- Transport any ceremony items from ceremony to reception site
- Be prepared to meet any emergency situation that may arise
- Distribute toss items for the grand exit
- Ensure that gifts are loaded and prepared for transportation
- Coordinate breakdown of the event

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

Package can be customized to fit clients individual needs.

The Month of Coordination Planning Package

This is for the bride and groom who has everything planned out but need help putting it together during the last month of wedding planning. This package cost is \$2,000.

- Initial consultation to explain the planning and coordination process
- Up to ten 2 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.)*
- Visit to both ceremony and reception sites prior to wedding
- Planning checklist for last 30 days prior to the event
- Create the ceremony and reception program
- Receive all vendor contracts 30 days prior to the wedding
- Provide emergency resolutions for the last 30 days prior to the wedding
- Assistance in designing ceremony and reception floor plan and layout to include personal decor
- Assess planning arrangements to identify deficiencies to assist in completing pending tasks
- Act as point-of-contact for all wedding vendors beginning the 30 days prior to the wedding
- Create a personalized schedule for the rehearsal, ceremony and reception
- Perform all vendor confirmations and discuss logistic details prior to the wedding day
- Coordinate wedding day transportation schedule for bridal party and out-of-town guests
- Manage the resolution of any unexpected emergencies throughout the entire wedding day
- Organize and distribute all personal flowers to wedding party, family members & special guests
- Manage vendor & décor setup at ceremony and receptions sites
- Place table names, stationary, place cards, guest sign in book, floral décor, centerpieces, favors, toasting glasses and serving set per client’s instructions
- Oversee ushers, gift table and guest book attendants
- Instruct the bridal party and immediate family on their wedding day duties
- On-site coordination and supervision with an assistant at the ceremony and reception site and for up to 10 hours on the day of your wedding
- Greeting guests and directing them to the ceremony and reception areas
- Management of all wedding day vendors
- Cue the bridal party through the ceremony processional
- Manage the timing and execution of the wedding day events at the ceremony and reception
- Transport any ceremony items from the ceremony location to the reception site
- Wedding rehearsal supervision which includes both the ceremony and reception (2.5 hours maximum)
- Distribution of final payments to vendors on the wedding day
- Coordinate the DJ or band to execute the correct music selection and MC announcements
- Distribute toss items for the grand exit
- Ensure that gifts are loaded and prepared for transportation

- Coordinate break-down of the event
Please note that the services listed above do not include running any wedding 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 Planning Package (Day of Coordination)

This package is for the bride and groom who has everything planned out but need assistance with putting everything together one week prior to the wedding day. The package cost is \$850 for weddings with 250 guests or less. For weddings with guests over 250 people, the package cost will be \$1,250

- Initial consultation to establish an itinerary, evaluate progress and answer any planning questions
- Up to five 2 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 answers for wedding etiquette related questions
- Provide day of itinerary and to do list
- Review ceremony and reception programs
- Visit to both ceremony and reception sites prior to wedding
- Receive all vendor contact information
- Act as point-of-contact for all wedding vendors beginning one week before the wedding
- Organize and distribute all personal flowers to wedding party, family members & special guests
- Manage vendor & décor setup at ceremony and receptions sites
- Place table names, stationary, place cards, guest sign in book, floral décor, centerpieces, favors, toasting glasses and serving set per client’s instructions
- Oversee ushers, gift table and guest book attendants
- On-site coordination and supervision with an assistant at the ceremony and reception site and for up to 10 hours on the day of your wedding
- Greeting guests and directing them to the ceremony and reception areas
- Cue the bridal party through the ceremony processional
- Manage the timing and execution of the wedding day events at the ceremony and reception
- Transport any ceremony items from the ceremony location to the reception site
- Wedding rehearsal supervision which includes both the ceremony and reception (2.5 hours maximum)
- Ensure that gifts are loaded and prepared for transportation
- Coordinate break-down of the event
- Please note that the services listed above do not include running any wedding related 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: (2) 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 **250 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) You may choose non-floral centerpieces such as floating candles, decorated vases, edible arrangements etc. Also includes referrals for the selection and design of invitations, save the dates, programs, table numbers, place cards and favors. (includes all supplies.)* *See floral pricing list.*

***Travel Fee/Consultation Fee:**

Travel fees for Dallas: \$500 (for 3 round trips including the event weekend)

Travel fees for travel outside of 100 mile radius (in the state of Texas only): TBD by location

Initial Consultation fee: \$25 (non-refundable) If you purchase a package, the consultation fee will be credited to your remaining balance.