



Luck be a Lady - Day-of Coordinator

"she danced all night and all the way home..."

Your wedding binder is full of flower inspirations, lighting ideas, and invitation samples. You are confident it will be fabulous with your design and Pinterest skills, but need someone to help do the directing. When the design and vendors are set, we are here to execute your unforgettable event. This package goes beyond just the day, we start meetings **6 weeks** prior to your event to make sure all of the I's are dotted and T's are crossed. However, we don't stop there, once you sign with us, we welcome use of our studio and questions along the way. We even encourage a quick review of a contract before it goes to signature. "Day-of" is such an understatement with this package!!

WHAT'S INCLUDED?

- Three (3) - consultation sessions including Initial wedding meeting to discuss your design/décor/vendors, venue walk-thru, and the timeline meeting - final wedding week overview and creation of our **Some Like It Classic – Vendor Packets**, etc.
- One-on-one communication with an experienced & trained Wedding Designer from time of contract signing to post wedding day (this means if you hire us before the 6 weeks we are still available to help along the way) – and an added bonus – a Personal Assistant on your big day – that's 2 for 1!
- All access, throughout the planning process, to our gorgeous wedding design studio in the "wedding district" of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, etc.



VENDOR COORDINATION, WEDDING TIMING & LOGISTICS

- Meet with us to discuss the last 6 weeks of your planning process – including assigning tables and layouts, vendor timing, and wedding week organization.
- Contact and discuss timing with your vendors based on your signed contracts.
- Review contracts, accuracy of orders and banquet event orders to make sure we are organized before we head into wedding day.
- Manage vendor coordination of flow of events and timing from setup needs, to transportation organization of the wedding party and guests to and from hotels, ceremony & reception, to clean-up!!
- Guide in marriage licensing process and name change tips as necessary.
- Create our customized **Some Like It Classic - Vendor Packets** (we are the ONLY company that does these!!) - includes maps, site plan, floor plans, vendor timeline, master week timeline, table assignments, guest list, etc.

REHEARSAL SERVICES

- Wedding weekend itineraries for your Wedding Party & Family – well, because they like to know what is going on too!
- Attend and direct your rehearsal with the Officiant or on-site coordinator, everything from processional, recessional, timing and facilitating with the hand-off of the marriage license.

WEDDING DAY

- Coordinate from set-up to clean-up until the end of the event – there are NO restrictions or limitations on time or hours we need to be there to do our job.
- Supervise vendor arrivals, load-in and set-up specific to client's signed contracts.



- Besides your Wedding Designer, the Bride & Groom also get a Personal Assistant for the entire Wedding Party while they are getting ready and to assist with their grooming needs throughout the day and into the evening.
- Pin flowers, distribute bouquets, all personal flowers.
- Facilitate photographers with timing and getting Wedding Party and family organized for photos – ***Photographers rave they have never seen a service like ours amongst ANY of the wedding planners they have worked!***
- One-on-one coordination with the Audio Visual team and musical entertainment to run sound check and sound placement for ceremony, cocktail, reception, etc.
- Transport all décor and your wedding purchased items to ceremony, cocktail, and reception site.
- Review layout, table placement, chair and place setting counts for each table.
- Set-up programs, escort cards, place cards, table cards, menus, favors, guest book, cake table, gift table, furniture, linens, napkin folds, sweets/dessert stations, etc – you have it, we will set it up for you!
- Coordinate processional, marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, grand exit, misc. entertainment; with reminders to the Bride & Groom throughout the reception so they can enjoy having fun and not keeping time.
- Coordinate food service with vendor and entertainment timing.
- Bustle bridal gown – don't worry, we know how to do EVERY bustle.
- Transport gifts and gift cards to designated location.
- Distribute final payments and gratuities to vendors.
- Vendor cleanup coordination to make sure all of your wedding items are returned or are shipped back to their proper location.
- Ensure personal items and purchased décor get returned to their proper location.
- Last minute misc. detail and design work based off client's design standard throughout the event.



- Wedding day emergency kit for all wedding mishaps - whatever we don't have we will run out and get for you – plus we all wear our signature setup aprons with all the tools you will ever need throughout the day!

POST - WEDDING DAY

- Vendor or venue follow-up as needed.
- Ensure all personal items get returned or shipped back to your place of residence!
- BONUS: If you are interested and want local or national publication of your big day in magazines, blogs, etc, we have a specific marketing team that handles all of the submissions on your behalf.



Breakfast at Tiffany's - Planning and Day-of Coordination

"she has a way with words, red lipstick, and making an entrance"

For the Bride and Groom looking for a full-service planning package – from beginning to end we map out the process for you so you understand what it will be like to plan your big day and you don't feel overwhelmed with what is yet to come. Our goal is to make sure you aren't sweating the small stuff, so you can work on finding your perfect dress, inviting your wedding party in an adorable way, figuring out your bachelorette party, all while reading wedding magazines and pinning the most fabulous ideas you want to share with us!

WHAT'S INCLUDED?

- Unlimited communication and consultation sessions - including Initial wedding meeting to learn about your wedding vision, venue selection and venue walk-thru, presentation of our **Custom Design Board** and blueprint, setup all vendor meetings on your behalf – floral, food tasting, rentals, invitations, and lastly the timeline meeting, final wedding week overview and creation of our one-of-a-kind **Some Like It Classic – Vendor Packets**, etc.
- One-on-one communication with an experienced & trained Wedding Designer from time of contract signing to post wedding day – and an added bonus – a Personal Assistant on your big day – that's 2 for 1!
- All access, throughout the planning process, to our gorgeous wedding design studio in the "wedding district" of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, etc.
- Customized Bride & Groom month-to-month planning updates and guide.
- Assist in guest accommodations and room blocks.
- Budget worksheet and guide to help you keep track of your expenditures.
- Wedding Registry Guide, Wedding Guest-List Form, & Wedding Timeline Checklist.



- Global, National, and local web research for wedding purchases.
- Assist with wedding etiquette and customs throughout the process.
- The **ONLY** systemized **4-Phase Planning Process** in the industry – Vendor Coordination & Organization, Wedding Design & Custom Design Board, Wedding Timing & Logistics, & Day-of Wedding Coordination – from setup until clean-up at the end of the wedding night!! **SEE HOW IT WORKS BELOW:**

PHASE 1 - VENDOR COORDINATION & ORGANIZATION

- Attend your first meeting with us - "Getting to know you and your Wedding" – an in-depth overview of you and your fiancé, your wedding vision, and how the process works with us!
- Bride & Groom customized vendor referrals based on your wedding & personal style, your personality, and your budget (*we won't just give you a generic "referral list"*)- referrals include: venue, photographer, videographer, floral, decor, furniture and rentals, lighting, linens, music and entertainment, officiant, invitations and other paper products, food and beverage, custom cakes and desserts, hair & makeup, bridal gown & wedding party attire, favors/gifts/welcome bags, room block recommendations, transportation, staffing, etc.
- We review, negotiate and coordinate all of your contracts to maximize your wedding discounts.
- We communicate with vendors throughout the process to save you time.

PHASE 2 – WEDDING DESIGN & CUSTOM DESIGN BOARD

- Design meeting to discuss your inspirational photos (including how to organize your Pinterest), our recommended wedding looks for your wedding style, development of wedding color palette, and brainstorming session to create your unique one-of-a-kind wedding design.



- One-of-a-kind **CUSTOM WEDDING DESIGN BOARD** to be distributed to all of your vendors so they know your wedding look too!
- Unlimited recommendations on creative wedding design throughout the process.
- Setup & attend all vendor meetings related to designing your wedding, and later present you with reviewed vendor proposals - including floral and décor design, rentals, including lighting, chairs, linens, tenting, charger plates, invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage, and favors, etc.
- Guided meeting for floral and décor design with recommended florist.
- Set-up meeting to pick out rentals, including lighting, chairs, linens, tenting, charger plates, etc.
- Attend meeting for direction in design of invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage (optional).
- Set-up table tops viewing to see a sample of your wedding table – including floral, linens, chairs, table top décor, etc.
- Attend food tasting to assist in menu and dessert selections, food service timing, etc.
- Assist in crafting and assembling one-of-a-kind design elements as needed.
- Make client approved wedding purchases on behalf of the client as needed.
- Assist with welcome bag distribution and assembly as needed.

PHASE 3 – WEDDING TIMING & LOGISTICS

- Meet with us to discuss the last 6 weeks of your planning process – including assigning tables and layouts, vendor timing, and wedding week organization.
- Contact and discuss timing with your vendors based on your signed contracts.
- Review contracts, accuracy of orders and banquet event orders to make sure we are organized before we head into wedding day.



- Manage vendor coordination of flow of events and timing from setup needs, to transportation organization of the wedding party and guests to and from hotels, ceremony & reception, to clean-up!!
- Marriage licensing process and name change tips as necessary..
- Assist with final music selections and entertainment selections.
- Creation of our customized **Some Like It Classic - Vendor Packets** (we are the ONLY company that does these!!) - includes maps, site plan, floor plans, vendor timeline, master week timeline, table assignments, guest list, etc.

PHASE 4 – DAY-OF COORDINATION (2 Days!!)

REHEARSAL SERVICES

- Wedding weekend itineraries for your Wedding Party & Family – well, because they like to know what is going on too!
- Attend and direct your rehearsal with the Officiant or on-site coordinator, everything from processional, recessional, timing and facilitating with the hand-off of the marriage license.

WEDDING DAY

- Coordinate from set-up to clean-up until the end of the event – there are NO restrictions or limitations on time or hours we need to be there to do our job.
- Supervise vendor arrivals, load-in and set-up specific to client's signed contracts.
- Besides your Wedding Designer, the Bride & Groom also get a Personal Assistant for the entire Wedding Party while they are getting ready and to assist with their grooming needs throughout the day and into the evening.
- Pin flowers, distribute bouquets, all personal flowers.



- Facilitate photographers with timing and getting Wedding Party and family organized for photos – ***Photographers rave they have never seen a service like ours amongst ANY of the wedding planners they have worked!***
- One-on-one coordination with the Audio Visual team and musical entertainment to run sound check and sound placement for ceremony, cocktail, reception, etc.
- Transport all décor and your wedding purchased items to ceremony, cocktail, and reception site.
- Review layout, table placement, chair and place setting counts for each table.
- Set-up programs, escort cards, place cards, table cards, menus, favors, guest book, cake table, gift table, furniture, linens, napkin folds, sweets/dessert stations, etc – you have it, we will set it up for you!
- Coordinate processional, marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, grand exit, misc. entertainment; with reminders to the Bride & Groom throughout the reception so they can enjoy having fun and not keeping time.
- Coordinate food service with vendor and entertainment timing.
- Bustle bridal gown – don't worry, we know how to do EVERY bustle.
- Transport gifts and gift cards to designated location.
- Distribute final payments and gratuities to vendors.
- Vendor cleanup coordination to make sure all of your wedding items are returned or are shipped back to their proper location.
- Ensure personal items and purchased décor get returned to their proper location.
- Last minute misc. detail and design work based off client's design standard throughout the event.
- Wedding day emergency kit for all wedding mishaps - whatever we don't have we will run out and get for you – plus we all wear our signature setup aprons with all the tools you will ever need throughout the day!



POST - WEDDING DAY

- Vendor or venue follow-up as needed
- Ensure all personal items get returned or shipped back to your place of residence!
- BONUS: If you are interested and want local or national publication of your big day in magazines, blogs, etc, we have a specific marketing team that handles all of the submissions on your behalf.



Paris When It Sizzles - Event Styling

"she leaves a little sparkle wherever she goes"

We know and love you, you are the Bride and Groom who wants just about every concept out there for your design, but you don't know how to make it all work together. Have no fear, your super creative and fun wedding design team is here. We are known amongst all our industry mates and planners alike, that we are **"THE BEST"** at design and have been awarded handsomely for it, so you have come to the right place. Our design development process helps unfold your inspirations and bring them to life. It's all in the details and we don't think an event is perfect without lots details, details, details!!

WHAT'S INCLUDED?

- Unlimited consultation sessions all related to design, including Initial wedding meeting and venue walk-thru, **Custom Design Board** and blueprint meeting, design vendor meetings – floral, linens, rentals, invitations, etc.
- One-on-one communication with an experienced & trained Wedding Designer.
- All access, throughout the planning process, to our gorgeous wedding design studio in the "wedding district" of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, etc.
- Attend your first meeting with us - "Getting to know you and your Wedding" – an in-depth overview of you and your fiancé, your wedding vision, and how the design process works with us!
- Design meeting to discuss your inspirational photos (including how to organize your Pinterest), our recommended wedding looks for your wedding style, development of wedding color palette, and brainstorming session to create your unique one-of-a-kind wedding design.



- One-of-a-kind **CUSTOM WEDDING DESIGN BOARD** to be distributed to all of your vendors so they know your wedding look too!
- Unlimited recommendations of creative wedding design throughout the process.
- Guided meeting for floral and décor design with recommended florists.
- Set-up meeting to pick out rentals, including lighting, chairs, linens, tenting, charger plates, etc.
- Attend meeting for direction in design of invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage (optional).
- Set-up table tops viewing to see a sample of your wedding table – including floral, linens, chairs, table top décor, etc.
- Coordinate and make sure all proposals are accurate and ready for your approval. We will see your design thru until the big day!
- BONUS: If you are interested and want local or national publication of your big day in magazines, blogs, etc, we have a specific marketing team that handles all of the submissions on your behalf.



My Fair Lady - Planning Assistance

"she lets her imagination run away with her"

For the Bride & Groom feeling a bit overwhelmed by all of the wedding magazines, Pinterest boards, and all their friends giving them thousands of ideas. If you are in need of a little help to get that planning process started and want to be pointed in the BEST direction... look no further. This package is a great kick starter to the planning process and will set you on your way in best direction.

WHAT'S INCLUDED?

- Attend your first meeting with us - "Getting to know you and your Wedding" – an in-depth overview of you and your fiancé, your wedding needs, and how we can help you get started on the right track!
- One-on-one communication with an experienced & trained Wedding Designer throughout your planning process.
- Two (2) – 1-2 hour consultation sessions with your Designer – this can be for any guided meetings ranging from vendor meetings, design and décor, timeline and logistics – you name it, we will help!
- All access, throughout the planning process, to our gorgeous wedding design studio in the "wedding district" of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, etc.



VENDOR REFERRAL & COORDINATION

- Customized vendor referrals based on your wedding & personal style, your personality, and your budget (*we won't just give you a generic "referral list"*)- referrals include: venue, photographer, videographer, floral, decor, furniture and rentals, lighting, linens, music and entertainment, officiant, invitations and other paper products, food and beverage, custom cakes and desserts, hair & makeup, bridal gown & wedding party attire, favors/gifts/welcome bags, room block recommendations, transportation, staffing, etc.
- We will arm you with vendor question worksheets when interviewing vendors so you know what questions you are supposed to ask to hire the right team of vendors.
- Budget worksheet and guide to help you keep track of your expenditures.
- Customized Bride & Groom month-to-month planning timeline.
- Wedding checklist to make sure you are doing all that you need to do to pull off an unforgettable event.
- A guided timeline template to so that you are organized and your vendors know EXACTLY what is happening on the day-of your wedding.



Rock around the Clock - Day-of Setup

“she eats takeout on china & serves champagne with pizza”

If you don't need coordination of vendors or last minute wedding organization help, and you just need someone to come and set-up your wedding decor and wedding items just the way you envisioned; we can do that too!!

WHAT'S INCLUDED?

- Initial meeting to go over inventory/design/layout the week before your wedding – and you will bring your wedding items to this meeting to get a closer look.
- Transportation of inventory to the wedding location.
- **3 hours of service** by an experienced Set-Up Assistant on the day-of – including ** ceremony items, programs, escort cards, place cards, table numbers, cake cutting items, champagne flutes, photos, basic DIY decor, lawn games, and props.
- One-on-one communication with experienced and trained Setup Assistant leading up to the big day.
- All access, throughout the planning process, to our gorgeous wedding design studio in the “wedding district” of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, etc.

FLAT RATE FOR 3 HOURS - \$350

- ♥ Additional hours may be added (Up to 6hrs) for a reduced rate of \$60 per hour
- ♥ Add on one hour of pack-up at the end of the night for \$150 - we will come back and pack up your inventory so your family doesn't have to, then you can pick up everything at our office the following week!



Gone With the Wind - Destination Events

“she looks for adventure around every corner”

Enjoy your destination with friends and family, while we handle your wedding details. We take our destination planning process very seriously. Whether you are a client planning from afar or you are wanting us to plan a wedding for you in a different state or country, we have traveled and planned for clients all over the country and internationally. The benefit to allowing us to handle the details is that we can plan for or with you in Scottsdale while assuring that all the planning is getting done for destination event. Serving all 50 states as well as international locations.

For our destination events, we plan concentrated wedding planning weekends when you are visiting. If you are unable to visit, we plan via facetime, skype, or other preferred mediums. We make the planning process easy for you so you can get on with your daily tasks and let us shuffle through the process.

- Choose any package above – if the wedding is out of the county, the Designer’s additional cost will **ONLY** be travel, transportation, accommodations, and food cost.
- There is NO additional upcharge to your package for travel on our end.
- If we are traveling with you to a location, travel fees will be predetermined during the agreement signing process.



Diamonds are a Girl's Best Friend – Proposal, Engagement & Inspiration Shoot Styling

"she had a cocktail in her hand and confetti in her hair"

As a company who specializes in design, and is known for it in our industry, we have been asked and worked at every major property in Arizona – styling for every local wedding magazine and publication both covers and inner photo spreads, more blogs than we can count, TV shows, and for hundreds of vendors and clients. We LOVE to style and we will style your proposal, engagement shoot or inspiration shoot with the attitude – "... it better than our last!"

WHAT'S INCLUDED?

- Attend your first meeting with us - "Getting to know you and your Shoot" – an overview of the concept.
- One-on-one communication with an experienced & trained Designer.
- All access, throughout the planning process, to our gorgeous design studio in the "wedding district" of Old Town Scottsdale to plan your big day – in it you will find samples of linens, chairs, chargers, paper products like invitations, programs, menus, furniture, etc.
- Design meeting to discuss any inspirational photos, our recommended looks for your style, development of color palette, and brainstorming session to create your unique one-of-a-kind design.
- One-of-a-kind **CUSTOM DESIGN BOARD** to be distributed to all vendors so they know your look too!
- Vendor team assembly – gathering only the BEST vendors who will deliver the best understanding of the conceptual design – including but not limited to – venue, floral, rentals, paper, hair/makeup, attire, cake/desserts, lighting, linens, etc.



- Unlimited recommendations of creative wedding design throughout the process.
- Venue walk-thru and space plan layout.
- Guided meeting for floral and décor design with floral team.
- Set-up meeting to pick out rentals, including lighting, chairs, linens, tenting, charger plates, etc.
- Attend meeting for direction in design of invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage (optional).
- Coordination of attire, jewelry, accessories and model team (if necessary).
- Coordinate and make sure all proposals are accurate and ready for shoot day.
- Timeline and coordination throughout the shoot day with all vendors and venue.
- BONUS: If you are interested and want local or national publication of your big day in magazines, blogs, etc, we have a specific marketing team that handles all of the submissions on your behalf.