



*Wedding & Event Planning Company*

# PACKAGES AND SERVICES

**Day8Designs Service packages will include, but not limited to:** Consulting by a licensed consultant, Budget Management, Ceremony Site Selection, Reception Site Selection, Attire Selection, Linen Selections, Food Tasting Appointments, Original Floral Design, Equipment Rentals and usage, Invitation Design, Selection & Mailing, Programs and other printed materials, Specialty Lighting, Event/Rehearsal Coordination, Complete Event Décor, Wedding Day Coordination, Contract negotiation & review, Set-up, break down and clean up after events, Full Staff Services as needed, Follow-up appointment after-event, Vendor Selection & Subcontracting of Photography, Videography, Disc Jockey, Musicians/Entertainment, Catering & Cakes, etc., Optional Vacation Planning Services, and Optional Marriage Counseling. Final approval of event designs will be done by the CEO, LeKeisha Taylor-Cotten

### **GENERAL LIST OF PACKAGES AND SERVICES**

Client can modify packages and services to meet their specific needs.

#### **Planning Packages**

##### **Full Service Planning – starting at \$5,000**

*(price subject to change)*

- Unlimited planning time with a Licensed Consultant
- Budgeting Sheet
- Preparation Timeline and Comprehensive Wedding Checklist
- Securing vendors
- Securing the Venue
- Event Design
- Day of Event Set-up and Break-down
- Negotiate and Review of all Contracts
- Fashion and Style Advice regarding Attire Selection, Hair & Make-up, etc.
- Event and Rehearsal Dinner Planning & Coordination
- Out-of-town guest hotel accommodations and optional guest transportation assistance
- Scheduling and Attendance at appointments
- Assistance with attire selection
- Primary liaison with vendors throughout planning process
- All original floral design and creation
- Complete management on the Day of Event
- Stationary Management (Invitation, programs, lists, RSVP)
- Invitation addressing and mailing (calligraphy/printing and mailing costs included)
- Gift Registry set-up/aid
- Bachelorette/Bachelor Party, Engagement Party, Bridal Shower, Brunch and Reception Party planning
- Gown Selection
- Linen Selection
- Vacation Planning Services (optional – vacation package has a separate fee)
- Marriage Counseling Services
- Full Service Staffing

##### **Event Coordination/Consulting Services – 10 hour minimum at \$75/hour - \$750** *(price subject to change)*

- Limited Consulting Time
- Budgeting Sheet Formation
- Preparation Timeline Formation
- Vendor Referrals, Venue Searches and Contract Review
- Event Design Ideas and Advice
- Out-of-town guest accommodations
- Attendance at appointments
- Marriage Counseling Services (additional fee)
- Registry Aid

##### **Event Décor Package - \$3,000** *(price subject to change)*

- Bride's Bouquet
- Groom's Boutonnière
- Bridesmaids Bouquets/Floral Pieces
- Bestman/Groomsmen Boutonnière
- Ceremonial Decorations
- Reception Decorations
- Mother(s) Corsages
- Father(s) Boutonnière
- Wedding Participants Floral Pieces
- Ushers/Hosts/Hostesses Pieces
- Staff available
- Creation, delivery, set-up and breakdown of flowers and decor ONLY, at location(s).

##### **"Weekend" Coordination/Consultation Package – 8 hour minimum at \$50.00/hour - \$1,000 cap**

*(price subject to change)*

- Coordination of Day-of Ceremonial Events
- Limited amount of consultation time (contingent upon request)
- Ceremony Rehearsal & Rehearsal Dinner Coordination
- Event Management (setup, staffing and breakdown)
- Wedding Day/ Event Coordination from start to finish
- Reception Coordination until end of festivities
- Staff available at \$30/hour/per personnel - 3 hour minimum

##### **Additional Services – prices are subject to change**

- **Marriage Counseling Services - \$600** (includes a total of 6 sessions) OR **\$100 per session.** 3 Session minimum.
- **Fashion and Style Consultation - \$200** (fashion, make-up, hair, etc. to assist with event color selections, gown and tuxedo selections, linen selections, florals and themes).
- **Dress Bustling Services - \$100** (will be present at attire fitting and Day of Event to properly bustle gown for a most spectacular shape)
- **Budget Sheet Preparation - \$75** (2-hour session with a Licensed Consultant)
- **Weekend Coordination and Day of Services - \$50/hour** (8 hour minimum; \$1,000 cap – includes, rehearsal, rehearsal dinner, and day of event until close of festivities.)
- **Printed Material Design and Print Services - \*price varies** (includes but not limited to programs, invitations, save the date cards, calligraphy, RSVP management, etc..)
- **Event Musician and/or Vocalist - \$250**  
\*price varies

*All services and packages can be customized to meet your specific needs.*