



*Tammy Duke Feltz*

EVENT PLANNING & DESIGN

## *Levels of Bridal Services*

### *Complimentary Initial Consultation:*

*When choosing your wedding planner one of the most important things to remember is that you have to feel 100 % comfortable with the person you choose. You will be spending a lot of time with your wedding planner and entrusting them with one of the most important days of your life. I want to get to know you, your personality, and your style and hear all about your wedding plans, discuss design ideas, all the details and your vision of what you imagine your special day to be. I want you to get to know me, what I do and how I do it and hear all about the ways I can make your wedding planning experience a pleasurable one with no stress and instead lots of fun. This is exactly what we do at this consultation. We sit together; get to know one another to see if it is a good fit.*

*When it comes to weddings I understand that every couple is unique. No matter how big or how small, I want to help you and your fiancé to design a one of a kind, amazing wedding that reflects your own personal style and is as unique as the two of you. I offer three Levels of Service. There are essential services that every couple needs to ensure a flawless wedding day. These essential services are included all my Levels of Service. Then it will depend on where you are in the wedding planning process and exactly what you want and need. We will discuss*

*the Levels of Services I offer. We will talk about what you are looking for in a coordinator and what you need help with. We will discuss your specific needs, expectations and budget requirements. I will work with you to choose and customize the best Level of Service to suit your individual needs.*

### *Level One*

*~ Essential Services Needed to Ensure a Flawless Wedding Day ~*

#### *Complimentary Initial Consultation*

*Two Personalized Face to Face Consultation Appointments customized for your individual needs\* (NOTE: these can be used for appointments such as: Budget Development and Analysis, Event Design, Theme, Color and Décor Concept Development Consultation, Accompaniment to Alteration Sessions and Bride's Final Fitting Session, Accompaniment to Vendor Appointments and any other desired services tailored to your individual needs)*

*In addition to the Two Personalized Face to Face Consultations above: Unlimited Consultation via Telephone and E-mail-this service starts from the date our services are retained and continues throughout the wedding planning process up to your Wedding Day*

*Wedding Day Attire Recommendations for all*

*Etiquette Advisement*

*Assistance with Selection of "Save the Dates", Invitations, Calligrapher and Wedding Favors*

*Ceremony and Reception Venue Referrals*

*Unlimited Vendor Referrals in all Vendor Categories of only the Finest, Most Reliable Vendors in the Industry*

*Arrange all Vendor Appointments*

*Review of all Venue and Vendor Contracts and Arrangements*

*Contract and Pricing Negotiation*

*Preliminary Itinerary / Timeline Development Consultation*

*Final Itinerary / Timeline Preparation two months before the Wedding*

*Menu Tasting with Outside Caterer or at Venue and Assistance with Menu Selection and Details AND Walk Through at Selected Venue to further discuss Design, Set Up, Floor Plan Diagram Layout, etc. -NOTE-these two meetings must be scheduled on the same day in Level One Service*

*Distribution of the Final Approved Itinerary / Timeline to Venue Contact and all Vendors the Week of Wedding*

*Final Vendor Confirmations and Detailed Direction-Each and Every Vendor is called personally and All Details and the Entire Itinerary / Timeline is gone through line by line pertaining to Each Vendor's specific contracted services*

*Assistance with Unique Rehearsal Dinner Location Ideas*

*Assistance with Selection of Hotel Accommodations for You and Your Guests*

*Assistance with all Transportation Needs and Arrangements*

*Rehearsal Coordination and Instruction, maximum 2 hours*

*Collection of items at rehearsal to be brought and set up by us on Wedding Day such as:*

*Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set, Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Store or Sweet Table Items, etc.*

*Essential Wedding Day Emergency Kit-We will have everything and anything you should need on your Wedding Day*

*(1) Assistant "Day of Wedding" Coordinator Included. Additional Assistant "Day of Wedding" Coordinators are required for select venues, larger weddings and multiple location weddings*

*Day of Wedding Coordination (the maximum coverage is 8 hours)  
\* each additional hour is \$100*

*\$1000*

*Level Two*

*~ Accompanied, Personalized Assistance throughout the Entire Planning Process and the Essential Services*

*Needed to Ensure a Flawless Wedding Day ~*

*Complimentary Initial Consultation*

*Three Personalized Face to Face Consultation Appointments customized for your individual needs\* (NOTE: these can be used for appointments such as: Budget Development and Analysis, Event Design, Theme, Color and Décor Concept Development*

*Consultation, Accompaniment to Alteration Sessions and Bride's Final Fitting Session, Accompaniment to Vendor Appointments and any other desired services tailored to your individual needs)*

*In addition to the Three Personalized Face to Face Consultations above:*

*Unlimited Consultation via Telephone and E-mail- this service starts from the date our services are retained and continues throughout the wedding planning process up to your Wedding Day*

*Wedding Day Attire Recommendations for all*

*Etiquette Advisement*

*Assistance with Selection of "Save the Dates", Invitations, Calligrapher and Wedding Favors*

*Ceremony and Reception Venue Referrals*

*Arrange Location / Venue Appointment Tours*

*Accompanied Ceremony and Reception Venue Search OR 2 Full "Vendor Appointment Days" listed below*

*Unlimited Vendor Referrals in all Vendor Categories of only the Finest, Most Reliable Vendors in the Industry*

*Arrange all Vendor Appointments*

*2 Accompanied Full "Vendor Appointment Days" to see Vendors in all Vendors Categories*

*Review of all Venue and Vendor Contracts and Arrangements*

*Contract and Pricing Negotiation*

*Preliminary Itinerary, Timeline Development Consultation*

*Final Itinerary / Timeline Preparation 2 months before the Wedding*

*Menu Tasting with Outside Caterer or at Venue and Assistance with Menu Selection and Details AND Walk Through at Selected Venue to further discuss Design, Set Up, and Floor Plan Diagram Layout, etc.-NOTE-these two meetings must be scheduled on the same day in Level Two Service*

*Final Detailing Appointment and Complimentary Table Décor Prototype with our referred Floral Designers the Month of Wedding*

*Final Detailing Appointment with Coordinator the Week of Wedding*

*Distribution of the Final Approved Itinerary / Timeline to Venue Contact and all Vendors the Week of Wedding*

*Final Vendor Confirmations and Detailed Direction-Each and Every Vendor is called personally and All Details and the Entire Itinerary / Timeline is gone through line by line pertaining to Each Vendor's specific contracted services*

*Assistance with Unique Rehearsal Dinner Location Ideas*

*Assistance with Selection of Hotel Accommodations for You and Your Guests*

*Assistance with Unique Welcome Gift Basket Ideas for Out of Town Guests*

*Assistance with all Transportation Needs and Arrangements*

*Assistance with Unique Next Day Breakfast or Brunch Location Ideas*

*Rehearsal Coordination and Instruction, maximum 2 hours*

*Collection of items at rehearsal to be brought and set up by us on Wedding Day such as:*

*Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set,*

*Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Store or Sweet Table Items, etc.*

*Essential Wedding Day Emergency Kit-We will have everything and anything you should need on your Wedding Day*

*(1) Assistant "Day of Wedding" Coordinator Included. Additional Assistant "Day of Wedding" Coordinators are required for select venues, larger weddings and multiple location weddings*

*Day of Wedding Coordination (the maximum coverage is 8 hours)\*\**

*Decorate the Honeymoon Suite on Your Wedding Night if venue is within reasonable radius*

*And All Standard Wedding Day Services included in all Levels- See complete List*

*\$1500*

### ***Level Three***

*~ Full Event Design, Theme and Décor Concept Development, Accompanied, Personalized Assistance throughout the Entire Planning Process from Innovative Concept to Flawless Execution and all of the*

*Essential Services Needed to Ensure a Flawless Wedding Day ~  
Complimentary Initial Consultation*

*Five Personalized Face to Face Consultation Appointments customized for your individual needs\* (NOTE: these can be used for appointments such as: Budget Development and Analysis, Additional Event Design, Theme, Color and Décor Concept Development Consultations, Accompaniment to Alteration Sessions and Bride's Final Fitting*

*Session, Accompaniment to Additional Vendor Appointments and any other desired services tailored to your individual needs)*

*In addition to the Five Personalized Face to Face Consultations above:*

*Unlimited Consultation via Telephone and E-mail-this service starts from the date our services are retained and continues throughout the wedding planning process up to your Wedding Day*

*Wedding Day Attire Recommendations for all*

*Etiquette Advisement*



*Assistance with Selection of "Save the Dates", Invitations,  
Calligrapher and Wedding Favors*

*Ceremony and Reception Venue Referrals*

*Arrange Location / Venue Appointment Tours*

*Accompanied Ceremony and Reception Location / Venue Search*

*Unlimited Vendor Referrals in all Vendor Categories of only the  
Finest, Most Reliable Vendors in the Industry*

*Arrange all Vendor Appointments*

*2 Accompanied Full "Vendor Appointment Days" which include  
Event Design, Theme and Décor Concept*

*Development Consultation*

*Review of all Venue and Vendor Contracts and Arrangements*

*Contract and Pricing Negotiation*

*Preliminary Itinerary / Timeline Development Consultation*

*Final Itinerary / Timeline Preparation 2 months before the  
Wedding*

*Menu Tasting with Outside Caterer or at Venue and Assistance  
with Menu Selection and Details*

*Walk Through at Selected Venue to further discuss Design, Set  
Up, Floor Plan Diagram Layout, etc.*

*Final Detailing Appointment and Complimentary Table Décor  
Prototype with our referred Floral Designers the*

*Month of Wedding*

*Final Detailing with Venue Contact the Month of the Wedding*

*Final Detailing Appointment with Coordinator the Week of Wedding*

*Distribution of the Final Approved Itinerary / Timeline to Venue Contact and all Vendors the Week of Wedding*

*Final Vendor Confirmations and Detailed Direction-Each and Every Vendor is called personally and All Details and the Entire Itinerary / Timeline is gone through line by line pertaining to Each Vendor's specific contracted services*

*Assistance with Unique Rehearsal Dinner Location Ideas*

*Assistance with Selection of Hotel Accommodations for You and Your Guests*

*Assistance with Unique Welcome Gift Basket Ideas for Out of Town Guests*

*Assistance with all Transportation Needs and Arrangements*

*Assistance with Unique Next Day Breakfast or Brunch Location Ideas*

*Rehearsal Coordination and Instruction, maximum 2 hours*

*Collection of items at rehearsal to be brought and set up by us on Wedding Day such as: Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set, Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Store or Sweet Table Items, etc.*

*Essential Wedding Day Emergency Kit-We will have everything and anything you should need on your Wedding Day*

*(1) Assistant "Day of Wedding" Coordinator Included. Additional Assistant "Day of Wedding" Coordinators are required for select venues, larger weddings and multiple location weddings*

*Day of Wedding Coordination (the maximum coverage is 8 hours)\*\**

*Decorate the Honeymoon Suite on Your Wedding Night if venue is within reasonable radius*

*And All Standard Wedding Day Services included in all Levels-  
See complete List*

*\$1800*

*Additional Services that may be added to any Level of Service based on individual needs*

*Additional Personalized Face to Face Consultations can be added and will be billed at \$25.00 per hour*

*\*\*Wedding Day Coverage hours exceeding contracted hours can be added and will be billed at \$100.00 per hour*

*Additional Assistant "Day of Wedding" Coordinators are required for select venues, larger weddings and multiple location weddings and will be billed at \$100.00 for each additional assistant needed*

*Travel fees and expenses may apply for selected venues out of 50 mile radius and these costs will be discussed and applied accordingly*

*Coordination of the Engagement Party*

*Coordination of the Rehearsal Dinner*

*Coordination of Next Day Breakfast or Brunch*

*Research and Arrange Activities and Special Events for Out of Town Guests*

*Distribution of Welcome Gift Baskets for Out of Town Guests*

*RSVP Follow Up Calls*

*Multiple Day Cultural Wedding Events exceeding contractual agreement*

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*Price quotes for these additional services listed above given on individual basis*

*Standard Wedding Day Services*

*Included in all Levels of Service*

*What we do for you so that you and your Groom can*

*RELAX and enjoy your Special Day...*

*Make certain that You, Your Groom, Parents and the Wedding Party are comfortable and have all the attention and service deserved while getting ready for the Big Day*

*Receive all deliveries, greeting and supervising all vendors as they load in and set up, etc.*

*Distribute hard copies of your Final, Complete Wedding Day Itinerary to all vendors*

*Oversee proper set-up and design of ceremony and reception areas*

*Accept all personal flowers and distribute and pin all corsages, boutonnieres, wedding personal flowers and flower-girl and ring bearer items*

*Ensure proper placement of the guest's assigned seating place cards, guest books, pens, photographs, candles, wedding favors, ceremony programs, menu cards, candy store and sweet table items, etc--per your exact instruction*

*Make certain guests with special needs of any kind receive care and assistance without making them feel uncomfortable or like the center of attention*

*Greet your guests and kindly direct them to the ceremony and reception areas at the appropriate times*

*Find the flower girls and the ring bearers when it's time to walk down the aisle and help them get down the aisle*

*Round up, line up and cue the Wedding Party when it's time to walk down the aisle, making sure they all look great, smiling, paced perfectly, no hands in pockets*

*Let you know when it's time to walk down the aisle, make sure you are ready for the big moment*

*Make sure your dress and train are perfect and send you on your way down the aisle with your escort*

*Make certain that ceremony musicians are given parking validation if prearranged and have correct sound requirements and appropriate shade and seating*

*Make certain that all ceremony musicians have the correct musical selections for guest arrival, family seating and also the correct processional and recessional musical selections*

*Make certain that the ceremony musicians are cued appropriately to ensure correct pace and timing*

*Come to the rescue of the crying flower girl or ring bearer during the ceremony when their Mom and /or Dad happen to be in the Wedding Party*

*Take family pets involved in Wedding Ceremony away at appropriate times to another area*

*Direct your guests to the cocktail reception after the ceremony*

*Assist the Photographer in gathering your Wedding Party and family members for pictures as needed*

*Make certain that You, Your Groom, Family and the entire Wedding Party get your favorite cocktails and hors d' oeuvres served to you by catering staff during your photography session*

*Make certain your selected Reception Entertainment have proper power, staging, shaded seating, parking validations, vendor meals, green room access etc.*

*Make certain that all décor items from ceremony which will be reused at reception get to appropriate places*

*Make certain that all finishing touches are complete and exactly as you wished before allowing guests to enter the reception area*

*Make certain all candles are lit and remain lit throughout the entire reception*

*Answer all guests' questions and concerns graciously throughout the day*

*Assist the DJ / MC in guiding guests through the day and on to the next scheduled events making certain that no one misses these events and there is a steady, comfortable flow with no dead air or rushing*

*Assist your Maid of Honor in the bustling of your Wedding Dress before Grand Entrance*

*Organize the Grand Entrance and get everyone lined up outside the reception area in correct order informing the MC of all correct pronunciations of names*

*Always letting you and your Groom know what is next and making sure you are ready so that you are never caught off guard*

*See to it that parents and very special people are given special care and their every need is catered to*

*Make certain that dietary needs and requests of guests such as allergies, vegetarian and vegan requests are followed through with correctly*

*Supervise and communicate with the chef, banquet captain and catering staff to ensure superb, timely dinner service*

*Make certain that everyone scheduled to give toasts, blessings or host special events during the day are cued and prepared*

*Make certain that you and your shy groom do not get left out in the middle of the dance floor for an entire very long first dance*

*On the other hand, make certain that you are the only two on the dance floor to show off those choreographed dance moves you learned in those dance lessons you took over the past year*

*Make certain you have your comfortable shoes under your table to change into at the reception if you desire and your make up available to touch up if needed throughout the day*

*Make certain your Parents and Grandparents gets a great spot for the cake cutting and first dance, etc.*

*Come to the rescue with a warm, damp cloth when your Groom wasn't as nice as he had promised you to be during the cake cutting or vice versa*

*Be there by your side, ready and available for any emergencies or unexpected occurrences*

*Guide you graciously through your day, Keep things running on schedule, without a coordinator it's very easy to simply run out of time and you never get to do all those creative and special things you spent months planning*

*Distribute final balances and gratuities to the vendors on your behalf*



*Keep track of, organize and pack everything up for you at the end of the evening*

*Collect all of your wedding gifts, your guest book, pen, toasting glasses, cake top, etc*

*Bring everything to your Honeymoon Suite, Designated Room or Designated Car*

*Decorate your Honeymoon Suite for you on your Wedding Night*

*Arrange Getaway Transportation, making sure that they are present and on time when you are ready to depart reception*

*Know exactly when you need a soft voice to calm you, one other than of your family or close friends*

*Be the one person to offer you a little laughter when those people nearest and dearest to you (forgive me) are driving you nuts*

*Only Day of Wedding Only Coordinator*

*\$750*

*{Includes 8 hours of day of coordination}*

*So relax...and let us handle the details!*



*Jammy Duke Feltz*

EVENT PLANNING & DESIGN