



Wedding Packages

Design | Plan | Coordinate

Consultation Only: A consultation is the perfect option for couples just getting started. Maybe you don't know where to start—or maybe you've already started the process, but need an expert to guide you in the right direction. Our consultations provide the guidance of a wedding planner, without the purchase of a larger package. Sit down with one of our expert wedding consultants and get the answers you need to jumpstart your planning process.

Partial Wedding Coordination and Planning: The partial coordination and planning package is a great option for couples who have already tackled the larger planning tasks like finding the venue, but now need help completing the process. Let us handle all the unfinished details and help bring your vision to life.

Package includes:

- Initial client consultation
- Location assistance for ceremony and reception venues
- Scheduling and participation in vendor meetings
- Review of theme, design and décor
- Ongoing updates and client consultations about vendor services
- Invitation assistance
- Assistance tracking RSVP's and guest accommodations
- Development of itinerary, timeline and event schedules
- Development of vendor itinerary
- Client walk-through of selected sites with vendors
- Month of and week of client meetings to review all details

We encourage our clients to customize service packages. Please feel free to work with our wedding consultants to design a plan that meets your specific needs.

Month of Coordinating and Planning: For couples who prefer to do most of the planning themselves; the month of coordination and planning package is a great option that allows clients relax to enjoy the last month of their engagement. Let a professional take on the burden of tying up loose ends and making last minute arrangements.

Package includes:

- Client consultation 4 to 6 weeks prior to wedding to cover step-by-step details
- Unlimited phone and email availability
- Review of vendor contracts
- Review of theme, design and décor
- Development or review of itinerary, timeline and event schedules
- Development of vendor itinerary
- Ongoing updates and client consultations about vendor services

- Assistance tracking RSVP's and guest accommodations
- Client walk-through of selected sites with vendors
- Week of client meeting to review all details

Day of coordination and planning can also be added to this package. Please review the "Day of Coordinating and Planning" package below for more details.

Day of Coordinating and Planning: The day of coordination and planning package is the ideal option for couples who have done all their wedding pre-planning, but who want to relax and enjoy their special day with family and friends. A wedding is a complex event that involves numerous people and a lot of moving parts. At Ace of Events, we've perfected the management of the 'backstage' process so that all your guests ever see is the event unfolding perfectly.

Package includes:

- Client consultation prior to wedding to cover step-by-step details
- Unlimited phone and email availability
- Development of itinerary and timeline of events for bridal party and vendors
- Rehearsal preparation
- Collection of wedding items such as place cards, guest book, toasting glasses, cake server, programs, favors and photographs before the wedding day
- Day of vendor direction
- Supervision of all details from setup to breakdown
- Floral assistance
- Music cues
- Wedding party and guest assistance
- Coordination of wedding party and family for photos
- Wedding party line-up and cues
- Coordination of event timing from beginning to end
- Supervision and communication with banquet captain and staff
- On-hand availability to handle any unexpected situation
- Schedule oversight
- Coordination of vendor payments
- Coordination of gift collection, guest book and other personal items
- Management of overall event—from sunrise until the last chair is put away

Complete Wedding Coordinating and Planning: For couples seeking guidance from start to finish, our complete wedding coordination and planning package is the clear choice for executing a flawless event. This package covers all the research, coordination and planning that contributes to creating a truly memorable wedding. For more details about our offerings, please review all of our packages above. We look forward to working with you to design a custom plan to meet your specific needs.