

Kristen Kane

E V E N T S



2023/2024 WEDDING PACKAGES

WEDDING MONTH MANAGEMENT

This package is similar to Day of Coordination, but better! Perfect for the couple that did all of the planning but would like to leave the wedding day logistics in the hands of a professional.

PREWEDDING

- Consultation meeting or phone call to understand the vision of your wedding day.
- Vendor recommendation list if needed.
- Timeline creation.
- Final details meeting or call to double check that your vision is perfectly implemented.
- Your vendor contact the month of the wedding.
- Confirm vendors and arrival time.
- Attend and guide wedding ceremony rehearsal (2 hour maximum).

THE BIG DAY!

- Onsite coordinator for up to twelve hours and assistant for up to five hours.
- Timeline management.
- Set up personal belongings such as guest book, seating assignments, card box, centerpieces, table numbers, favors, and cookie table.
- Confirm venue set up and seating are correct.
- Distribute corsages, boutonnieres and bouquets.
- Ask guests to take their seats prior to the ceremony.
- Line wedding party up and cue them down the aisle.
- Assist photographer in gathering family members for photos.
- Transfer décor from the ceremony to reception site if necessary.
- Light reception candles if needed.
- Coordinate wedding party arrival and reception entrance with band or DJ, photographer, and videographer.
- Point person for all vendors, wedding party, and family so that you and your loved ones can relax and enjoy the day.
- Replenish cookies and place cookie bags or boxes out after dinner.
- Vendor payment and gratuity distribution.
- Gather your belongings from the venue at the end of the evening.

\$1,800

All prices are subject to 6% sales tax.
\$500 non-refundable retainer secures the date.
Final balance is due 30 days before the wedding.

Kristen Kane
EVENTS

PARTIAL WEDDING PLANNING

This package is for those who have some of the basics such as venue and a few vendors secured. You also have a vision in mind but need help pulling it together.

PREWEDDING

- Consultation meeting or phone call to understand the vision of your wedding day.
- Continuing consultations and advice via email.
- Personalized vendor recommendations if needed.
- Timeline creation.
- Final details meeting or call to double check that your vision is perfectly implemented.
- Meeting or phone call with up to two of your vendors to discuss service options and/or logistics.
- Your vendor contact the month of the wedding.
- Confirm vendors and arrival time.
- Attend and guide wedding ceremony rehearsal (2 hour maximum).

THE BIG DAY!

- Onsite coordinator for up to twelve hours and assistant for up to six hours.
- Timeline management.
- Set up personal belongings such as guest book, seating assignments, card box, centerpieces, table numbers, favors, and cookie table.
- Confirm venue set up and seating are correct.
- Distribute corsages, boutonnieres and bouquets.
- Ask guests to take their seats prior to the ceremony.
- Line wedding party up and cue them down the aisle.
- Assist photographer in gathering family members for photos.
- Transfer décor from the ceremony to reception site if necessary.
- Light reception candles if needed.
- Coordinate wedding party arrival and reception entrance with band or DJ, photographer, and videographer.
- Point person for all vendors, wedding party, and family so that you and your loved ones can relax and enjoy the day.
- Replenish cookies and place cookie bags or boxes out after dinner.
- Vendor payment and gratuity distribution.
- Gather your belongings from the venue at the end of the evening.

\$2,900

All prices are subject to 6% sales tax.
\$750 non-refundable retainer secures the date.
Final balance is due 30 days before the wedding.

Kristen Kane
EVENTS

FULL SERVICE WEDDING PLANNING

For the couple that would prefer professional guidance from start to finish. We will be by your side every step of the way to create a memorable event with seamless execution.

PLANNING AND DESIGN

- Consultation meeting or phone call to understand the vision of your wedding day.
- Curated vendor team to bring your vision to life.
- Continuing consultations and advice via email.
- Monthly session (if requested) to discuss any updates and get input from the client.
- Help set a budget and assistance keeping you on track.
- Manage vendor payment schedule.
- Assistance with wedding ceremony and reception venue selection.
- Assistance with booking all vendors.
- Meeting or phone call with all of your vendors to discuss service options and logistics.
- Determine which rental items are needed and assist with booking them.
- Timeline creation.
- Assistance with color scheme selection, theme and style of the wedding.
- Customized signage suggestions.
- Arrange hotel accommodations and transportation for out-of-town guests (if necessary).
- Transportation coordination and timeline.
- Assist with the verbiage and selection of the invitations.
- Ongoing coordination and management of booked vendors.
- Recommend venue layout ideas.
- Make bar suggestions (ex: how much alcohol to serve, which alcohol to serve, signature drink ideas, barware, etc.).
- Tying up loose ends the month of (ex: finalizing rental orders, getting the final guest count to the caterer, dropping off hotel bags, etc.).
- Assistance with creating the perfect hotel welcome bag for your guests.
- Final details meeting two weeks before the wedding to make sure everything is perfectly planned.
- Coordination of rental deliveries.
- Confirm all vendors and arrival times.
- Attend and guide wedding ceremony rehearsal (2 hour maximum).

FULL SERVICE WEDDING PLANNING

THE BIG DAY!

- Onsite coordinator for up to twelve hours and two assistants for up to five hours.
- Timeline management.
- Set up personal belongings such as guest book, seating assignments, card box, centerpieces, table numbers, favors, and cookie table.
- Confirm venue set up and seating are correct.
- Distribute corsages, boutonnieres and bouquets.
- Ask guests to take their seats prior to the ceremony.
- Line wedding party up and cue them down the aisle.
- Assist photographer in gathering family members for photos.
- Transfer décor from the ceremony to reception site if necessary.
- Light reception candles if needed.
- Coordinate wedding party arrival and reception entrance with band or DJ, photographer, and videographer.
- Point person for all vendors, wedding party, and family so that you and your loved ones can relax and enjoy the day.
- Replenish cookies and place cookie bags or boxes out after dinner.
- Vendor payment and gratuity distribution.
- Gather your belongings from the venue at the end of the evening.

\$5,000



All prices are subject to 6% sales tax.

\$1,000 non-refundable retainer secures the date

\$1,000 non-refundable payment is due 90 days after booking.

Final balance is due 30 days before the wedding.

Kristen Kane
EVENTS

