

Flynn's Enchanted Moments

Customize Your Package

Consultation Bundle #1 - 3 meetings @ 10% off

Consultation Bundle #2 - 5 meetings @ 15% off

Brainstorm Bundle - Have questions on etiquette or just need ideas? This package is for the bride who wants to plan the wedding herself but has questions on etiquette or is in need of ideas. I am just a phone call or email away if you need me.

Etiquette Package – I will assist with etiquette, wording, design, and vendor selection:

Announcements in the newspaper	Save the Date Cards	Wedding Invitations
Wedding Programs	Place Cards and Table Numbers	Thank You Cards
Engagement Invitations	Bridal Shower Invitations	Marriage Announcement
Other		

Party Planning - Venue and menu selection, theme assistance (where necessary), venue set up, receive deliveries from vendors, prepare and maintain timeline for vendors and all others involved, assist with invitation design and communicate with venue coordinator for any one of the following: Rehearsal Dinner Bachelorette Bridal Shower
Bridal Luncheon Post Wedding Brunch Engagement party

Ceremony & Reception Site/Venue Selection - With this package you will provide us with information on the number of guests to be invited and the general area you are looking at and we will determine the best venues and layouts. We will then provide a list of several site venues. You choose 3 for ceremony & 3 for Reception and we will arrange and make the visits with you. After a decision is made, we will review the contracts

Ceremony Design and Coordination – Arranging decorations (including flowers, candles, bows, etc); assist in the selection of music/song, readings, ring bearer pillow, flower girl basket; organize procession; receive items from vendors; collect any other items needed for ceremony site (programs, aisle runner, wedding toss items, etc.); after ceremony breakdown and clean up.

Reception Design and Coordination – I will receive deliveries from vendors, prepare and maintain timeline for vendors and all involved in wedding party, reception set up/tear down, arranging decorations, direct flow of reception, assist photographer, collect wedding gifts and be sure they get to predetermined location

Vendor Referrals and Contract Review - For each vendor category I will refer 3 professionals that fit within your budget. I will schedule an initial meeting with each vendor for you. Once you select vendors I will review 1 contract per category.

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Vendor Planning Meetings - I will attend vendor planning meetings once you have selected vendors to work with.

Budget Preparation – You tell me what you are budgeting for your entire wedding. I will help you determine how much to budget for each wedding category keeping within that final total.

Budget Management - I will give you advice designed to keep you within your budget.

Theme Design – You decide upon a theme and I will come up with ideas to bring your theme to life. All supplies are additional (all purchases will be approved by you prior to purchase) and they will be billed to you in addition to your package

Hotel Booking - Negotiate rates for room blocks at hotels of your choosing for out of town guests. We will also maintain contact with the hotels

Gift Basket Design and Creation – Great ideas for out of town guests and wedding party. Baskets will include a brochure with local attractions/restaurants suggestions.

Guest List Management – We will receive the RSVP's and keep track of those and menu selection if applicable. We will also follow up 3 weeks before the wedding with those who have not responded. Final count will be provided as well. (You must give us all information including name, address and phone number)

Gift Management - I will keep track of the gifts you receive and track the thank you cards that you send out. I will advise you on proper etiquette when sending thank you cards.

Seating Arrangements - I will assign each guest to a table and create seating charts or table place cards.

Timelines - I will prepare wedding planning timelines to help keep you on track while planning your wedding as well as your wedding & rehearsal schedules.

Wedding Day appointments - I will schedule hair, makeup & spa appointments for the couple and their bridal party.

Ancillary Items - DIY items such as favors, centerpieces, etc. The cost of materials is not included and will be billed separately.

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Addressing & Mailing of Invitations - I will address and mail out invitations. The price of postage is not included and will be billed separately.

DIY Invitation Kits - There are invitation kits that can be purchased without the hefty printing costs. I have software that allows me to design and print on these invitations

Name:

Contact Information:

Address:

Wedding Date:

Signature _____

Date _____

Please note that this is not a contract. This is a quote request form.

You may digitally sign and hit submit to email this to me..

or print and mail to:

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