



EG Weddings & Events

DAY-OF PACKAGE

- Phone consultation approximately three weeks from wedding date
- Final venue walk through the week of the wedding
 - Review of contracts with vendors
 - Review of venue layout and design
- Review timeline for wedding and rehearsal
 - Review of floral/design plan
 - Provide etiquette guidance
- Unlimited phone and email communication to address any questions or issues that arise
 - Coordinate wedding rehearsal
- On the day, I will communicate with all vendors, oversee all set-up, and handle all questions
 - See that all events run according to the timeline (cutting cake, first dances, toasts, etc.)
- See you off from the venue and wish you a lifetime of happiness!

Quotes by Request



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PARTIAL PLANNING PACKAGE

- Create personalized and prioritized planning checklist
 - Meet regularly to guide planning process (up to 6 meetings prior to ceremony)
 - Budget creation and management
 - Negotiate contracts with vendors
- Manage communication with vendors through the planning process
 - Complete a final venue walk-through
 - Create a venue layout and execute design
 - Manage RSVPs
 - Create custom menus with selected caterers or chefs
 - Communicate with DJ/ceremony musicians
- Create customized timelines for all members of the wedding party for the rehearsal and wedding day
 - Unlimited phone and email communication
 - Coordinate wedding rehearsal
- On the day, oversee all vendors, deliveries, and set-up, and act as point person
- See that all rehearsal, ceremony, and reception events run according to timeline and venue policies
 - See you off from the venue and wish you a lifetime of happiness!

Quotes by Request



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ELOPEMENT PACKAGE

For couples seeking a more intimate celebration of 25 guests or less:

- Create personalized and prioritized planning checklist
 - Scout ceremony sites
- Meet regularly for up to 4 months to guide planning process (up to in-person 4 meetings prior to ceremony)
- Assist in selection of local vendors for out-of-town clients
- Negotiate contracts with vendors and pick up orders where applicable
 - Assist with travel and accommodation reservations
- Manage communication with vendors through the planning process
 - Create an event layout and execute design
 - Create custom menus with selected caterers or chefs
 - Unlimited phone and email communication
 - Oversee logistics for wedding party and vendors
- On the day, oversee all vendors, deliveries, and set-up, and act as point person
- See you off from your ceremony and wish you a lifetime of happiness!

Quotes by Request

*quotes are created on a client-by-client basis. All pricing is subject to change based on EG Weddings & Events' discretion



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FULL SERVICE PACKAGE

- Create personalized and prioritized wedding checklist
- Unlimited in-person meetings to guide planning process
 - Budget creation and management
 - Assist in locating ceremony and reception venues
 - Recommend vendors, negotiate contracts and pricing
- Manage communication with all vendors throughout process
- Assist with design and ordering of invitation, save the dates, and other printed materials
 - Complete a final venue walk-through
 - Create venue layout and execute design
 - Manage RSVP's
 - Recommend wedding favors and manage ordering
 - Provide etiquette guidance
 - Marriage license
 - Communicate with all ceremony musicians/DJ's
- Create personalized timelines for each member of the wedding party for wedding and rehearsal
- Unlimited phone and email communication to address any questions or issues that arise
 - Coordinate your wedding rehearsal
- On the day, I will communicate with all vendors, oversee all set-up, and act as point person
 - See that all events run according to the timeline (cutting cake, first dances, toasts, etc.)

See you off from the venue and wish you a lifetime of happiness!

Quotes by Request