



Wedding Coordinator Packages

Vibe offers a variety of options to cater to each & every unique wedding. Every bride and groom has a different dynamic, style, focus, and future. We want to ensure that each couple receives exactly what is needed to make their special day everything they've dreamed it would be! The packages below explain our pre set options that suit your needs best. If we need to tweak a few specifics within the package, we are all ears and happy to accommodate if we can! Let us put our skills & experience to work for you!

Wedding Planner (Full Planning).. \$2500.00

Wedding Planner Package is a perfect option for the couple that has a vision and plan for their big day, but not the extra time to pull it all together. Our knowledge, expertise, and skills can locate reputable vendors, amazing venue, and perfect decor that you've envisioned and work out all the details to create the dream wedding!

- Complimentary initial consultation to gather client expectations and important details
- Gather pricing and contracts from vendors for client to choose from
- Unlimited calls, text, emails as needed between client and coordinator or assistant within one (1) year of wedding date
- Assuring vendor security by collecting contracts and invoices
- Streamline communication between client and vendors for accurate details and times
- Meet monthly in person or via teleconference for planning progress report within 6 months of wedding date Assuring vendor security
- Work continuously for the months/weeks leading up to the wedding
- Assure venue and décor is unlocked, setup, cleaned up, and in the same condition as prior to the event.
- Direct and be the liaison with the venue, food managers, decorators, MC, DJ, photographer, wedding party guests, and parents, and any other associated vendors
- Be on site from 1 hour prior to event until 1 hour after scheduled event end time or as needed.
- Develop a day of timeline
- Ensure vendors are present and set up at proper time
- Take care of any problems that arise during the event and will work to fix them to the best of our ability.
- Run errands, shopping, handle item pick up and organization of day of items
- Meet with vendors for final touches, balances due, and timeline/job assignment
- Make sure that the event is decorated according to what was previously discussed/requested
- Meet with Client (or other member) to collect additional items specific to party needs and set out where instructed
- All duties assigned under **Day of Coordinator**

Wedding Coordinator... \$1500

Wedding Coordinator package is optimal for the couple that has a handle on the details or is planning a destination wedding, but needs an “in the industry” assistant. You just need a go to person to pull together the details Allow us to be the hands and feet for you to create the dream wedding!

- All Duties listed under **Day of Coordinator** in addition to...
- Meet monthly in person or via teleconference for planning progress report within 6 months of wedding date Assuring vendor security
- Work continuously for the months/weeks leading up to the wedding
- Unlimited calls, text, emails as needed between client and coordinator or assistant within one (1) year of wedding date
- Assure venue and décor is unlocked, setup, cleaned up, and in the same condition as prior to the event.
- Run errands, shopping, handle item pick up and organization of day of items
- Meet with vendors for final touches, balances due, and timeline/job assignment

Month of Coordinator... \$900

You have worked tirelessly on all the details and now the day is fast approaching. It's time to bring in a little backup to ensure nothing gets overlooked and your big day is perfect! You need a month of coordinator. Here's what we can do for you!

- All Duties listed under **Day of Coordinator** in addition to...
- Assure venue and décor is unlocked, setup, cleaned up, and in the same condition as prior to the event.
- Meet with Client (or other member) to collect additional items specific to party needs and set out where instructed
- Run errands, shopping, handle item pick up and organization of day of items
- Meet with vendors for final touches, balances due, and timeline/job assignment

Day of Coordinator...\$650

You have created the ideal wedding of your dreams and now it is time to relax and enjoy the day with all your family, friends, and loved ones! Let our experienced coordinators take over from here! We will ensure that all that planning and preparation gets taken care of properly and ensure you have a stress free, memorable, and relaxed Wedding Day!!

- Contact 2 weeks prior to develop a day of timeline
- Ensure vendors are present and set up at proper time and have timeline
- Coordinate the rehearsal, ceremony processional and recessional
- Direct and be the liaison with the venue, food managers, decorators, MC, DJ, photographer, wedding party guests, and parents, and any other associated vendors
- Be on site from 1 hour prior to event until end of event
- Make sure that the event is decorated according to what was previously discussed/requested
- Take care of any problems that arise during and work to fix them to the best of our ability.
- Keep the event on time and maintain the timeline
- Be available for any questions from vendors, guests, clients, etc.