

Timeless Weddings of Mississippi

Packages



Full Wedding Coordination

This is the “ultimate” package for relinquishing the handling of the numerous details of your dream wedding, starting from your engagement, and allows you to be the center of attention throughout the months before your wedding and most certainly on the day of. My goal as wedding planner is to keep you and your family **STRESS FREE!**

- ❖ Initial one-hour consultation with bride and groom
- ❖ Unlimited consultations and meetings via telephone and email; in-person meetings (outside 100 mile radius of Hattiesburg don't apply)
- ❖ Budget development and management throughout the wedding planning
- ❖ Planning itinerary from day of hire to wedding day
- ❖ Assisting with selection and booking of ceremony and reception venues
- ❖ Event design, theme and décor concept development
- ❖ Etiquette advisement
- ❖ Invitation, stationery and favor selections
- ❖ Recommending suitable vendors (caterers, florists, officiate, photographer, videographer, musicians, limousine services, etc.)
- ❖ Unlimited vendor referrals with preferential rates
- ❖ Arrange vendor appointments and travel with you to vendor, if applicable
- ❖ Vendor contract review and negotiation assistance
- ❖ Manage vendor relations and payment schedules, and payments
- ❖ Menu tasting and assistance with menu selections and details
- ❖ Final site(s) walk through and booking
- ❖ Providing information on obtaining a marriage license and name-change service
- ❖ Assist with guest accommodations such as shuttle/limo service and hotel
- ❖ Ceremony planning and coordination with musicians, officiate, soloist(s)
- ❖ Rehearsal coordination and instruction
- ❖ Assistance with rehearsal dinner/location/arrangements (if needed)
- ❖ Creating and distributing wedding day schedules to bridal party and vendors
- ❖ Final vendor confirmations and distribution of final payments, instructions
- ❖ Honeymoon planning and reservations
- ❖ Full-Day coordination includes two “day-of-wedding” assistants, if necessary
- ❖ Includes all “Month of” Coordination services
- ❖ Includes all “Day of” Coordination services

\$1,975.00



Partial Coordination Package

If you are a bride that has done all of the planning but are ready to actually enjoy the month before your WEDDING DAY without worrying about all the details, then this package is perfect for you.

- ❖ Complimentary consultation with bride and groom to get all the details of your wedding day vision
- ❖ Four (4) in-person consultation appointments as wedding day approaches during the month before your wedding to double check wedding details and desires
- ❖ On-going and unlimited contact with your wedding vendors via phone and email and appointments
- ❖ Preparation of wedding day and rehearsal day itinerary
- ❖ Maintaining contact with vendors to confirm arrangements, make payments, discuss final details
- ❖ Rehearsal coordination and instructions given to bridal party, musicians
- ❖ Collecting and maintaining wedding decorations, rentals, and wedding/reception accessories, such as: chair covers, table decorations, candelabras, guest book/favors, etc.
- ❖ Complete wedding day coordination (all day coverage) with one or two “day of” assistants, if needed
- ❖ Overseeing and directing the ceremony and reception. This includes, but not limited to the following:
 - Receiving deliveries and greeting vendors
 - Distributing copies of your wedding day itinerary to your vendors
 - Distribution of final payments to vendors
 - Overseeing proper setup of ceremony and reception venues
 - Wedding day emergency kit (sewing kit, personal items)
 - Assisting with distribution/pinning of corsages/boutonnieres and floral bouquets, flower girl basket
 - Ensuring proper placement of wedding favors, programs, menu cards, etc.
 - Lining up and cueing bridal party down the aisle
 - Cueing musicians for correct pace and timing
 - Ensuring you and your groom are the center of attention instead of being wedding day managers!

\$1,300.00



Month-of Coordination Package

This package is perfect for the couple that has managed to plan their entire event, but are becoming a bit overwhelmed with the extra details as the wedding day approaches. This package does not include the extensive details as with full-serve, but still ensures that you will have a **STREE FREE** month.

- ❖ Includes four (4) hours of comprehensive planning meetings in which budget, budget adjustments, final vendor selections, theme, décor, and other essential details are discussed and finalized
- ❖ Design and setup of your ceremony/reception venue
- ❖ Final review of vendor contracts, maintain vendor communications, maintain your budget with each vendor, and supervise final payments to vendors
- ❖ Final walk through of ceremony and reception venues
- ❖ Assist with checking off things on your “to do” list
- ❖ Assist with last minute projects such as seating arrangements, place cards, programs, menu cards, etc.
- ❖ Honeymoon planning and reservations
- ❖ Rehearsal coordination and instructions to bridal party/musicians/family
- ❖ Day-of coordination package (please read “Day Of” Package)

\$975.00



Day-of Coordination Package

If you're done with all of the planning but want to actually enjoy your WEDDING DAY without all the worries, this package is perfect for you then. I will oversee the entire day (basically 24 hours) so you can relax and enjoy what you've planned for so many months.

- ❖ Consultation with the bride and groom to get all the information about your wedding day details
- ❖ One additional "detail" meeting two weeks before wedding to double check details and desires
- ❖ Contact with all of your wedding vendors the week before to finalize details, etc.
- ❖ Rehearsal coordination and instruction for the bridal party, musicians, family
- ❖ Honeymoon planning and reservations
- ❖ Complete wedding day coordination, which includes:
 - Making sure that you, your groom and families are comfortable, have all the food/non-alcoholic beverages and services you need while preparing for the ceremony
 - Receiving deliveries by your vendors
 - Distributing flower bouquets/pinning on corsages/boutonnieres
 - Overseeing decoration of ceremony/reception sites
 - Lining up and cueing bridal party down the aisle
 - Ensuring musicians are cued for pace and timing
 - Directing guests out of the ceremony site in order for your post-ceremony pictures to take place
 - Greeting you and your groom at the reception venue
 - Ensuring you and your groom and bridal party enjoy cocktail hour
 - Cueing DJ/Band for announcement of bridal party/dances, etc.
 - Oversee vendor clean up/rental pick up/ florist pick up, etc.
 - And last, but not least, just ensuring that you and your groom have the best time in the world at your reception.

\$600.00

TIMELESS WEDDINGS

COMBINATION PACKAGES

The following wedding packages combine the full service wedding coordination from the previous pages, AND ALL of the wedding details, vendors, decorations and essentials for a truly elegant, sophisticated wedding and reception.



Simple Elegance

For up to 50 guests, and up to four bridesmaids/groomsmen
using my preferred vendors

- ❖ Wedding gown with accessories (bra, slip, shoes, veil) from my collection online
- ❖ Choice of save-the-dates and standard print wedding invitations with envelopes (up to 50) For embossed or engraved invitations, add \$100
- ❖ Bride's bouquet, bridesmaid's bouquets, boutonnieres for men, corsages for mothers/grandmothers
- ❖ One large floral arrangement for church/ceremony site
- ❖ One small floral arrangement for guest registry table
- ❖ Live palm trees/ferns for backdrop fill-in
- ❖ Two nine-light spiral candelabras with white taper candles
- ❖ Guest book and pen set
- ❖ Wedding photography
- ❖ Pew bows up to 24
- ❖ Two toasting flutes, engraved
- ❖ Cake and knife serving set, engraved
- ❖ Bride's garter set
- ❖ Three-tier Bride's cake for up to 80 guests
- ❖ Monogram cake topper, live flower cake decorations
- ❖ Groom's cake for up to 60
- ❖ Punch with punch bowl rental

- ❖ Heavy hors d'ouerves for up to 50 guests (four items – cheese/fruit tray, beef/ham/turkey croissant sandwiches w/condiments, choice of chips and dip, raw veggies and dip, for example)
- ❖ Napkins, cups, plates, and utensils
- ❖ White table linens (either round or banquet size)
- ❖ 50 White satin chair covers and sashes
- ❖ Table decorations (mirrors, candle sticks, votives, bud vases, etc.)
- ❖ DJ services
- ❖ Officiate's fee
- ❖ Wedding sparklers for bride and groom grand exit to honeymoon
- ❖ Honeymoon planning and reservations (does not include actual honeymoon cost)
- ❖ Wedding planning/coordination – full service as described on Page 1 of this document (Fee included in this price)
- ❖ Up to two “day of” assistants for serving and clean-up afterwards

\$8,775.00 plus MS sales tax and 5% gratuity for tear-down and clean up

\$600 non-refundable deposit required to reserve wedding weekend. Balance can be paid in equal monthly installments or in thirds, calculated and depending on wedding date

Above price May or May Not include deposit for wedding/reception venue reservation. These prices vary according to venue chosen and its availability.

Above price DOES NOT include bridesmaids' dresses, Groom's and groomsmen's/father's tuxes, mothers'/grandmothers' dresses

Above price DOES NOT include rehearsal dinner and decorations

Above price DOES NOT include the total cost for honeymoon (airline tickets, hotel/resort reservations, taxes, port charges, etc.)



Stunning Sophistication

*For 50 to 100 guests, up to four bridesmaids/groomsmen
using my preferred wedding vendors*

- ❖ Basically the same as the Simple Elegance package, but increased in numbers for up to 100 guests.
- ❖ Wedding gown and accessories (shoes, veil, slip and bra) from my collection online
- ❖ Groom's tux, and fathers' tux rentals (does not include groomsmen, although they can be ordered at an additional \$80 each)
- ❖ Save-the-dates and wedding invitations for up to 100 guests
- ❖ One large floral arrangement for church
- ❖ One small floral arrangement for guest registry table
- ❖ Church door wreaths in white/ivory satin
- ❖ Floral/candle pew markers (up to six)
- ❖ Guest book and pen set
- ❖ Live palms and ferns for backdrop and/or fill-in
- ❖ Two nine-light candelabras with white taper candles
- ❖ Bride's bouquet, boutonnieres, bridesmaids bouquets, corsages
- ❖ Wedding Videography
- ❖ Wedding photography
- ❖ Three-piece string orchestra for wedding ceremony or special musician such as a trumpeter, harpist, soloist
- ❖ Three-tier Bride's cake for 120 guests
- ❖ Monogram cake topper
- ❖ Groom's cake for 80 guests
- ❖ Punch with punch fountain rental, tea and coffee
- ❖ Heavy hors d'ouerves with up to six choices
- ❖ Chocolate fountain with fruit/cake pieces (optional)
- ❖ White table linens
- ❖ 100 white satin chair covers and sashes
- ❖ Cups, plates, napkins and utensils
- ❖ Table decorations (mirrors, votive candles, candle sticks, flower vases, etc.)

- ❖ Adult bar setup with bartender (Includes basic bar setup and alcohol) Add \$250 for alcohol/wine/champagne upgrades
- ❖ DJ services
- ❖ Limousine services (three hour minimum)
- ❖ Guest favors
- ❖ Honeymoon planning and reservations (does not include actual cost of honeymoon, airline tickets, hotel/resort reservations, etc.)
- ❖ Sparklers or bird seed for grand exit to honeymoon
- ❖ Includes full-service wedding planning/coordination fee and services as described on Page 1

\$12,975.00 plus MS sales tax and 5% gratuity for tear down and cleanup

\$600 non-refundable deposit required to reserve your wedding weekend. Balance can be paid in equal monthly installments or in thirds, both as determined by your wedding date.

Above price May or MAY NOT include wedding ceremony/reception venue deposit. These prices vary according to location chosen and its availability.

Above price does not include Rehearsal dinner and decorations