



Event Planning by Annie  
(775)233-8301  
eventplanningbyannie@gmail.com  
www.eventplanningbyannie.com

### WEDDINGS:

The prices below are only an estimation (with the exception of the consultation fee). Every wedding is different. In order to give you an accurate estimate, we'll have to schedule a chat to discuss the details of your special occasion ☺  
(private parties & events prices on last page).



Consultation

\$120.

(This fee is waived if you book a service below).



Basic Planning Services

starts at \$2,000.



Day-Of/Month-Of Coordination

starts at \$1,600.



Décor Day-Of Coordination

< 50 guests: starts at \$400.

51-100 guests: starts at \$500.

101-150 guests: starts at \$600.

>151 guests: starts at \$700.



Complete Planning Services

starts at \$3,800.

On the next page you will find a list of what you get with every package. Of course, more can be added to your package and customized to suit you and your event. I'm here to help, and I can't wait to bring your creative visions to life!

The **Consultation Package** includes the following:

- ❖ A sit-down hour-long Q & A with me (over Zoom or in person).
- ❖ A discussion of the major components of your event.
- ❖ Brainstorming your event concept, including the theme and color scheme.
- ❖ Decorating tips and a personalized Pinterest board tailored to your event that reflects your tastes and preferences.
- ❖ A rough draft of a personalized event timeline following the consultation.
- ❖ A blank budget sheet that you & your partner can fill out.
- ❖ Vendor and venue references if desired.

The **Basic Planning Services Package** includes the following:

- ❖ An initial consultation to get an idea of your overall wedding vision, followed by a few more throughout the planning process to ensure we're on the same page and following the provided planning timeline.
- ❖ Assistance with the development of your event's concept, including theme and color scheme.
- ❖ A personalized Pinterest board tailored to your event that reflects your tastes and preferences, accessible to all parties to contribute to.
- ❖ Brainstorming and finding where to purchase décor for you for your event.
- ❖ A personalized budget sheet and the monitoring of your expenses throughout the planning process.
- ❖ A personalized event planning timeline to make sure we're on track.
- ❖ Finding and booking your event's vendors and venue (if applicable) and negotiating discounts or finding ways to cut costs.
- ❖ Setting up your very own wedding website where guests can RSVP, find necessary information concerning your event, and easily find your registry.
- ❖ Assistance with designing and/or ordering stationery for your event (save the dates, invitations, etc.).
- ❖ Monitoring the RSPV list.
- ❖ Helping find accommodations for out-of-town guests (if applicable).
- ❖ Monitoring vendor progress throughout the planning process.
- ❖ Creating or help finding party favors (if applicable).
- ❖ Coordinating hair and makeup appointments, manicures, pedicures, and other aesthetic services if desired.
- ❖ The creation of a personalized day-of timeline for you to follow, specific to your event, as well as vendor contact information.
- ❖ This package can be customized to include anything you may need.

The **Day-Of/Month-Of Coordination** Package includes:

- ❖ A consultation to get me up to speed on where you are within the planning process, as well as the details of your event.
- ❖ The creation of a personalized day-of timeline, in which I follow as closely as possible the day of, keeping you updated with minor/major changes throughout the day. I also provide a copy of this timeline to your vendor team.
- ❖ Coordination of the set-up and take down of you event.
- ❖ Coordination with your vendors before and at the event so that you can enjoy your event without being bothered.
- ❖ Confirming vendor arrival/departure times.
- ❖ Attending and overseeing your event to make sure everything is taken care of and goes smoothly.
- ❖ Solve unexpected problems or last-minute challenges on the day-of your event (we all fear them, but unfortunately, they happen!)
- ❖ For an additional cost, I can also oversee pre-event parties as well (such as the rehearsal dinner).

\*\*\*Commonly paired with consultation package and/or décor day-of coordination package.

The **Décor Day-Of Coordination** Package includes:

- ❖ Bringing your inspired vision to life! This package includes me setting up all of your ceremony and reception décor, so that you don't have to worry about a thing. I'll take your inspiration, photos, Pinterest board, or anything you may have used to plan out your décor and set it up exactly the way you wanted it. This package requires me to get to the venue as early as you see fit in order to bring your venue alive with the stunning décor you've picked out.
- ❖ This package does not include taking down your décor.

The **Complete Planning Services** Package includes everything within the other packages, but here are a few key details:

- ❖ Planning your special event from start to finish and being there the day-of to oversee and manage your event.
- ❖ An initial consultation to chat about your event vision, planning and prepping for your event begins immediately after!
- ❖ Correspondence and communication with me throughout the entire planning process (via text, email, or call).
- ❖ Brainstorming and finding where to purchase décor for you for your event.
- ❖ A tailored budget sheet that I will monitor throughout the duration of the planning process.
- ❖ Finding and booking vendors and a venue (if applicable) and negotiating discounts or finding ways to cut costs.

- ❖ A personalized Pinterest board tailored to your event that reflects your tastes and preferences to help you visualize your event, accessible to all parties to contribute to.
- ❖ Assistance with the creation of a color scheme and theme for your event.
- ❖ Brainstorming and finding where to purchase décor for you for your event.
- ❖ A personalized budget sheet and the monitoring of your expenses throughout the planning process.
- ❖ A personalized event planning timeline to make sure we're on track.
- ❖ Finding and booking your event's vendors and venue (if applicable) and negotiating discounts or finding ways to cut costs.
- ❖ Setting up your very own wedding website where guests can RSVP, find necessary information concerning your event, and easily find your registry.
- ❖ Assistance with designing and/or ordering stationery for your event (save the dates, invitations, etc.).
- ❖ Monitoring the RSVP list.
- ❖ Helping find accommodations for out-of-town guests (if applicable).
- ❖ Monitoring vendor progress throughout the planning process.
- ❖ Creating or help finding party favors (if applicable).
- ❖ Coordinating hair and makeup appointments, manicures, pedicures, and other aesthetic services if desired.
- ❖ Monitoring vendor progress throughout the planning process.
- ❖ All day-of services included within the Day-Of/Month-Of Coordination Package.

### PRIVATE PARTIES & EVENTS:

The prices below are only an estimation (with the exception of the consultation fee). Every event is different. In order to give you an accurate estimate of how much my services cost, we'll have to schedule a consultation together to chat about the details of your special event 😊



Consultation  
\$120.

(This fee is waived and put towards your final bill if you book a service below).



Basic Planning Services  
starts at \$650.



Day-Of/Month-Of Coordination  
starts at \$500.



Complete Planning Services  
starts at \$850.

What you get with each package is very similar to the descriptions below the wedding planning prices. However, each package will be customized to suit your needs & event vision, all to be discussed at the initial consultation! No detail will be left out 😊