



Your wedding day will be one of the most memorable days of your life. By hiring Weddings Made Simple, you can rest assured that your wedding will be a dream come true.

Whether you need a Wedding Consultant throughout your entire planning process, or if you simply need us to orchestrate the day of details, we are here to make your wedding day stress-free, unique and memorable for you and your guests. We offer a **FREE** initial consultation to help you decide what package works for you.

### **PACKAGE 1 - GETTING STARTED and FINISHING UP**

First 30 minutes are **FREE!!** After that, it is \$50/hr with a two hour minimum.

We will be available via phone or email to answer any questions you might have. You probably have all of your planning done by this point, but you might have some questions that you need a little guidance on. It could have something to do with etiquette, your vendors, and specifics of the ceremony or anything else.

This package starts at \$100

### **PACKAGE 2 - REHEARSAL AND DAY OF DIRECTION**

This package is for the couple who has planned the majority of their wedding, but now wants a professional to take over for the rehearsal and wedding day so that they can be assured everything will run smoothly and they can relax.

We need at least 1 month notice to ensure that we can give you the best possible service. There will be one initial meeting and then an additional meeting approximately one week prior to the wedding day. Also, we will be available to you via email for unlimited questions.

You provide us with the details of all of your hard work and then you relax and let us do the work on your big day. Some of the services included in this package:

#### **Rehearsal and Prior to Wedding:**

- Create Wedding Day itinerary and distribute to all involved parties
- Contact vendors 1 week prior to wedding day and verify info in contract
- Collect any items needed for ceremony and reception
- Line up and direct wedding party at rehearsal
- Communicate with cleric, priest, etc. for rehearsal

- 1 ½ hours on site for rehearsal

**Reception:**

- Receive deliveries from vendors
- Make sure all items collected for ceremony and reception are in place and all details are complete as discussed (decorations, flowers, favors, place cards, etc.)
- Assist photographer in capturing the right pictures
- Distribute the final payments to vendors
- 5 hours on site for reception

This package starts at \$595

**PACKAGE 3 – BASIC WEDDING PLANNING**

Maybe you don't have enough time to do everything yourself, but you still want to be involved in the planning. This package is perfect for you! You give us at least 6 months notice and we will handle most of the planning, coordinating and THINKING, but you will still be there with us every step to be sure that everything is done the way you want it.

We will be available to you via email or phone and we will meet with you 3 times in person. This includes the initial meeting, a meeting 3 months prior and a final meeting 2 weeks prior to the wedding.

**Here is some of what you can expect:**

- Provide us with all vendor contracts and we will review them
- A list of vendor recommendations and we will set up the appointments with the vendors and review all contracts. (We do not attend the vendor meetings with you)
- Assistance with design concept of wedding
- Support in creating a seating chart
- Create Wedding Day itinerary and distribute to all involved parties
- Contact vendors 1 week prior to wedding day and verify info in contract
- Collect any items needed for ceremony and reception
- Line up and direct wedding party at rehearsal
- Communicate with cleric, priest, etc. for rehearsal
- Receive deliveries from vendors
- Make sure all items collected for ceremony and reception are in place and all details are complete as discussed (decorations, flowers, favors, place cards, etc.)
- Assist photographer in capturing the right pictures
- Distribute the final payments to vendors
- Collect Wedding gifts and ensure they are sent to the predetermined location along with bride and groom's personal items
- 7 hours on site for ceremony and reception 1 ½ hours on site for rehearsal

This package starts at \$1,495

## **PACKAGE 4 – FULL SERVICE**

This package is for the bride who wants to let the professionals do all of the work while she takes time to pamper herself for her special day. Because there is so much that needs to be done, we request that you give us at least 9 months notice. This lead time will ensure that we have enough time to prepare the most memorable day for you.

### **You can expect the following and more:**

- 4 face to face consultations plus unlimited communication via email and phone
- Help in preparing a budget
- Aiding in the design of the wedding including color scheme, decorations and layout
- Assisting in the selection of invitations, programs, favors, save the date cards, place cards, and table numbers
- Assistance in selecting and booking a venue
- Up to 3 meetings per category of vendor. This is usually done in one day, on the weekend. (Vendor categories: florist, caterer, baker)
- Maintain vendor contact to ensure everything is in place and working smoothly
- A list of vendor recommendations and we will set up the appointments with the vendors and review all contracts.
- Receive and track RSVP's online or by postal mail
- Support in creating a seating chart
- Preparation of a timeline and schedule for you, the vendors and everyone in the wedding party
- Ceremony design and coordination
- Contact vendors 1 week prior to wedding day and verify info in contract
- Collect any items needed for ceremony and reception
- Line up and direct wedding party at rehearsal
- Communicate with cleric, priest, etc. for rehearsal
- Receive deliveries from vendors
- Make sure all items collected for ceremony and reception are in place and all details are complete as discussed (decorations, flowers, favors, place cards, etc.)
- Assist photographer in capturing the right pictures
- Distribute the final payments to vendors
- Collect Wedding gifts and ensure they are sent to the predetermined location along with bride and groom's personal items
- Break down after reception
- 9 hours on site for the ceremony and reception and 1 ½ hours for the rehearsal

This package starts at \$2,495

## E-PLANNING

Only have a few questions or just want someone there to help out when you are in a pinch? This package might be perfect for you. We will be available unlimited times via email. Our response will be provided within 24 hours, including Saturdays. Any questions submitted after 5:00pm on Saturday will be answered by the next business day.

### Types of advice we provide:

- vendor suggestions
- etiquette
- wedding day timeline
- invitation or announcement wording
- creative ideas for your theme
- personal touches
- cost saving ideas
- green ideas
- advice on questions to ask vendors

(This service does not include any face to face meetings, phone consultations, vendor contact, rehearsal or wedding day coordination or any other service that does not involve email assistance.)

E-planning services are offered at \$39.95 a month.

## À LA CARTE SERVICES

- **Paper Package** – Pick four of the following and we 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 Invitation, or Marriage Announcement. - \$150
- **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 – Starting at \$200
- **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. We will be on site for 1 ½ hrs for rehearsal. The number of hours on site for the ceremony depends on ceremony type. Pricing starts at \$350
- **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 venue and layout. We will then provide a list of several site venues. You choose 3 and we will arrange and make the visits with you. After a decision is made, we will review the contract - \$295
- **Reception Coordination** – Site selection and lay out (which includes visits to 3 sites), receiving deliveries from vendors, prepare and maintain timeline for vendors and all involved in wedding party, table set up, direct flow of reception, assist photographer, collect wedding gifts and be sure they get to  
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predetermined location, get take home plates of food for bride and groom. This includes 6 hours on site for the reception - \$450

- **Vendor Contact and Contract Review** - includes contacts for 3 categories of vendors, setting up initial meeting and reviewing 1 contract per category. (Does not include meeting with vendor) - \$100
- **Create and Understand your Budget** – You tell us your budget amount and we will show you how to stay within that budget. There will be one follow up meeting to be determined at a later date. \$100
- **Personal Touches** – Ideas for and/or design of: Guest sign in, cake cutter and topper, favors, centerpieces, place card holders, gift table arrangement, provide an “extras” list, and menu cards (You will provide colors, theme or other information that you have already determined). - \$100
- **Transportation Arrangements** – You tell us how you want to arrive and depart your wedding in and we can give you some great ideas. Then, we will make the arrangements for you and verify them one week before the wedding date - \$75
- **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 - \$75
- **Gift Basket Design and Creation** – Great ideas for out of town guests and wedding party. Price individually quoted.
- **Receive and track RSVP's** – 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 reception 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) – Starting at \$100
- **Destination Wedding or Honeymoon Planning FREE!!** - Destination Weddings or Honeymoon planning at a Sandals location. Sandals, an intimate hideaway for two [Find out more](#)
- **Save 10% on Fine Jewelry Rentals at Adorn Brides with this promo code PVH8ZVZD** - Imagine walking down the aisle in a \$25,000 diamond necklace and \$5,000 earrings. With Adorn Brides fine jewelry you can do just that. Simply reserve your rentals online at [AdornBrides.com](#) and they will ship the jewelry right to your front door a few days before your event. When you're done all you have to do is ship it back it's that easy. Receive a special **10% discount** from Weddings Made Simple by using the following promotional code **PVH82VZD**.

#### **THINGS TO NOTE:**

- All transportation is included if venue is within 50 miles from our location. Any travel over 50 miles will be billed at the standard IRS mileage rate.
- Hourly consultation is billed in half hour increments. For example, if 15 minutes are used, billing will be at 1/2 hour; if 45 minutes are used, billing will be 1 hour.
- Exact pricing depends on: Number of Guests, Location of Ceremony & Reception, The number of months in advance that services are secured.
- All events are priced for up to 125 guests. An additional charge will be incurred for events + 125
- All events requiring additional time allocated will incur the hourly rate of \$50/hour
- Destination events are priced separately
- All onsite packages include a one day event only, weekend or more than one day events are an additional charge.

For price quotes and assistance with selecting services, please call **919.376.7857** or email us at [info@myweddingmadesimple.com](mailto:info@myweddingmadesimple.com) so we can start planning your South Carolina, North Carolina, or destination wedding!