



Wedding Planning Packages  
2020-2021

# PINK PEONY COORDINATION

## Day of Coordination

*There is really no such thing as a true “day of” coordinator, but we will come in on the final months of your wedding to ensure that every last dewdrop is placed correctly. This package includes:*

- Complimentary consultation
- Unlimited contact via email from time of booking for any questions or advice
- Final venue walkthrough to decide on details of the wedding day, review vendor contracts, and finalize timeline.
- Option to attend and conduct ceremony rehearsal (up to 1 hour)
- Organization of the wedding party processional
- Creation of vendor contact list and set-up
- Vendor confirmation at minimum one week prior to the event
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Setup of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Management of timeline throughout the event (including the smaller details like first dance, cake cutting, etc)
- Organize and pack up all personal items and gifts at conclusion of event
- Distribution of final payments/tips for vendors
- Option to add assistant (depending on the size of your event/set-up)

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## Partial Event Planning Package

*For when you've almost reached the finish line, but would like a little extra assistance, we sweep in to make your wedding day into a cohesive event. This package includes:*

- Complimentary consultation
- 6 months of planning time with Pink Peony ·
- Unlimited contact via phone & email ·
- Research and recommendations on all remaining vendors needed (cannot be more than three)
- Creation and management of a personalized wedding checklist and budget review
- Coordination and communication with all vendors and review of contracts
- Maintain contact with all vendors from time of booking up until wedding day
- Monthly reports on your wedding checklist
- Attend any desired final vendor meetings
- Final venue walkthrough to decide on details of the wedding day, review vendor contracts, and finalize timeline.
- Option to attend and conduct ceremony rehearsal
- Organization of wedding party processional
- Creation of vendor contact list and set-up
- Vendor confirmation at minimum one week prior to the event
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Setup of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Management of timeline throughout the event (including the smaller details like first dance, cake cutting, etc)
- Organize and pack up all personal items and gifts at conclusion of event
- Distribution of final payments/tips for vendors
- Option to add assistant (depending on the size of your event/set-up)

# PINK PEONY COORDINATION

## Full Event Planning Package

*When you have no idea where to start, we can take you from step zero all the way to the finish line of your day. This package includes:*

- Complimentary consultation
- Unlimited contact via phone or email
- 5 in person meetings (includes progress meetings, vendor meetings, assistance with projects, etc. Does not include final venue walkthrough)
- Research and recommendations on all vendors
- Creation and management of a personalized wedding checklist and budget review
- Coordination and communication with all vendors and review of contracts
- Maintain contact with all vendors from time of booking up until wedding day
- Monthly reports on your wedding checklist
- Develop a design for your wedding and relay this to all vendors
- Final venue walkthrough to decide on details of the wedding day, review vendor contracts, and finalize timeline.
- Option to attend and conduct ceremony rehearsal
- Organization of wedding party processional
- Creation of vendor contact list and set-up
- Vendor confirmation at minimum one week prior to the event
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Setup of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Management of timeline throughout the event (including the smaller details like first dance, cake cutting, etc)
- Organize and pack up all personal items and gifts at conclusion of event
- Distribution of final payments/tips for vendors
- Option to add assistant (depending on the size of your event/set-up)