



OUR SIGNATURE IS



Style OUR PASSION: Perfection



Full Planning



Coordination



Design

Wedding & Event Planning  
/ Charlotte, NC /



# About

A rare Charlotte native, Cassie grew up in the Lake Norman area & went to NC State University { Go Pack! }

Cassie got her start planning events in 2012 with the corporate event industry where she was mentored by some of the best in the business, planning everything from intimate gatherings, to weekend retreats, to 500+ attendee events all over the country. She is very relationship oriented and her go to motto is “Personal over Pinterest”. She is a contract & negotiation master, and can almost always spot a way to save money.

After seeing the passion Stunning & Brilliant Events put in to her own wedding she knew she wanted to be part of this amazing company! Her eye for detail and “whatever it takes” work-ethic drive her to create the perfect & seamless event from start to finish for her clients.

We offer full-service event planning, partial planning and month of coordination. We can create an event that truly matches your style and budget. Cassie & her staff are here to help guide you through your perfect day. We have worked with some of the most respected vendors in the south and we rely on those relationships to ensure a seamless and unforgettable event.



*Cassie Sigmon*



## STUNNING AND BRILLIANT EVENTS SB Fun Facts

- My name is actually pronounced “Casey”
- I am full blooded Native American.
- I have a passion for Jesus, traveling, reading, music, & football.
- My father & grandfather are Pentecostal Pastors. (And I have had to use them as emergency back-ups to officiate weddings!)
- In my free time, you can find me on the lake with my husband and 2 boys (Tate & Garrett Townes)!
- I enjoy learning new things, I am always pushing myself to grow.
- I don’t get stressed and I’m great to have in a crisis, I think best on my toes! I’ve never not been able to come up with a solution when faced with an obstacle.



**Amanda**



*Visit our website to meet the TEAM!*



# FAQ

## **Why hire a wedding planner?**

We Save Time & Energy

We Save You \$\$

We keep you Organized & on track

We are the go-to person

We create timelines & layouts

We are Creative

We save relationships

We make Dreams into Reality

We know what works & what doesn't work :)

Creative Solutions

Minimize the Stress & Maximum the FUN!!



## **How do I know which wedding planner to choose?**

Your wedding is a costly and highly emotional event. Because of this you should select a planner that you feel will be a partner that will understand you, your communication style, and will be true to your vision.

## **I have a clear vision and only need help in a few areas; does S & B Events offer that type of service?**

We offer a wide range of services. Some brides may only need introductory consultation while another may want the ultimate in assistance. S & B Events will gladly schedule a complimentary consultation and help you decide what services will meet your needs and budget.

## **I am worried that a wedding planner will not listen to my ideas, what if we disagree?**

We work for you. Certainly we bring what we have found to be successful to you, but we want your celebration to be customized and to represent you. Your guests should arrive and think how much the events reflect the bride and groom, not who the planner was. In fact some of our favorite parts of past celebrations have come from our clients initial ideas!

## **Do you offer any free advice?**

Yes! We love to provide tips and advice to all engaged couples. We know we can't work for everyone, but we want everyone to enjoy the planning process. We publish these tips on our blog, through email newsletters and we also offer free info sessions, usually once a quarter. The topics we teach are how to find your key vendors, key details of a wedding budget and stunning reception details. Please be sure to follow us on social media.

## **Are all the photos on your website from weddings you've worked on?**

Absolutely! We've been fortunate to work with many photographers and they have been kind enough to share their work with us.

## **I'm on a tight budget and don't think I can afford a wedding planner.**

In reality, you will often save money and time by hiring S & B Events to help you plan the wedding. By having connections with various vendors, the savings can be passed on to you. A wedding planner can be worked into any budget, especially if the bride and groom are too busy to figure out the details. You are paying for peace of mind.

## **What if I only want help right before the big day?**

S & B Events offers Month of Coordination that takes the last minute stress off of you. We will confirm all your vendors for the wedding and be available for the rehearsal and day of to coordinate all the activities.

## **I've searched everywhere and can't seem to find the right location for my wedding. Are there any unlisted locations?**

As professional wedding planners, S & B Events has access to locations that are not advertised, private, or "members only." We can help you find the ideal place for your wedding day that will delight your guests since it's someplace they have never visited before.

## **There are so many choices for vendors, how can I ensure I am hiring the right ones?**

It's easy to get overwhelmed by all the ads in magazines and online. The photographer with the largest ad budget isn't necessarily the one with the best work. It is helpful and time saving to hire S & B Events. We only work with vendors that we stake our reputation on. They have high quality work and top notch customer service. Additionally, you don't have to spend a month finding the perfect florist. We set up your appointments and you can decide within days.

## **I don't like negotiating, but I want to get the best price. How do I know I'm getting a fair deal?**

There are many emotions during the wedding planning process, haggling for a good deal can be hard when you are so invested. S & B Events will negotiate on your behalf to lower your costs and help cut fees that are often "add ons". We look through all the contracts to find ways to save you money. We know how quickly it can add up.



# { Next Steps & Checklist }

- Signed Contracts & Deposits\_\_\_\_\_
- Budget Tracking Chart\_\_\_\_\_
- Vendor Recommendations\_\_\_\_\_
- Questionnaire\_\_\_\_\_
- Venue Research\_\_\_\_\_
- Pinterest\_\_\_\_\_
- Dress Shopping\_\_\_\_\_
- Bride Shoes\_\_\_\_\_
- Bride Veil\_\_\_\_\_
- Bride Earrings\_\_\_\_\_
- Bridesmaids Dresses\_\_\_\_\_
- Shoes\_\_\_\_\_
- Earrings\_\_\_\_\_
- Tux\_\_\_\_\_
- Room Blocks\_\_\_\_\_
- Wedding Website\_\_\_\_\_
- Photographer\_\_\_\_\_
- Videographer\_\_\_\_\_
- Officiant\_\_\_\_\_
- Catering\_\_\_\_\_
- Bar Services\_\_\_\_\_
- Cake\_\_\_\_\_
- Grooms Cake\_\_\_\_\_
- Florals\_\_\_\_\_
- Lighting\_\_\_\_\_
- Linens\_\_\_\_\_
- Rentals\_\_\_\_\_
- Save The Date\_\_\_\_\_
- Invitations\_\_\_\_\_
- Welcome Bags\_\_\_\_\_
- Programs\_\_\_\_\_
- Wedding Signs\_\_\_\_\_
- Favors { Guest & Wedding Party}
- \_\_\_\_\_
- Ceremony Music\_\_\_\_\_
- Cocktail Music\_\_\_\_\_
- Ceremony Song List\_\_\_\_\_
- Reception Song List\_\_\_\_\_

- Band/ DJ\_\_\_\_\_
- Hair & Makeup\_\_\_\_\_
- Garter\_\_\_\_\_
- Cake Cutting /Knife Set/Flutes/Cake topper\_\_\_\_\_
- Rehearsal Time\_\_\_\_\_
- Rehearsal Dinner\_\_\_\_\_
- Transportation\_\_\_\_\_
- Exit Car\_\_\_\_\_
- Plan B\_\_\_\_\_
- Permit\_\_\_\_\_
- Marriage License\_\_\_\_\_
- Extras\_\_\_\_\_
- Extras\_\_\_\_\_
- Extras\_\_\_\_\_
- Extras\_\_\_\_\_
- Wedding Colors\_\_\_\_\_









# Packages

## Yes to "I DO" {Full Planning }

From the moment you are engaged until you are on your honeymoon, Stunning & Brilliant Events provides full service wedding planning and coordination for the busy bride and groom. We begin by finding a wonderful location for your ceremony and reception and create a master to do list and talking about your budget. S&B Events is involved with securing the vendors for your event as well as helping with design and decor. We will be there throughout your entire engagement to assure that you are on schedule for a STUNNING day.

- Up to {4} 1 hour consultation with bride, groom and planner { in person or via phone call }
- Up to { 5} 1 hour vendor meetings
- Secure Venue/Vendors
- Access to **Aisle Planner** Our online program to keep up with ALL contracts, budget, seating chart & RSVP
- Vendor Recommendations
- S & B Customized To-Do List
- Room Blocks
- Color Design & Rental Inspiration
- Selection & Management of Rentals
- Unique Ideas
- Layout of Ceremony/Reception
- S & B Events Detailed Timeline
- Research Ideas for wedding & give suggestions
- Includes a Stunning & Brilliant 25oz Stainless Steel Water bottle
- Up to 120 hours

- **\*\*INCLUDES OUR EXCLUSIVE CANCELLATION INSURANCE; FOR UP TO 50K POLICY BY A TOP RATED COMPANY\*\*** [Details](#)

\* Policy will be in client name

{ Covid-19/Corona Virus / Sars-cov-2 is not covered by this policy

{ Includes Stunning & Brilliant Package }

- **If the entire wedding budget exceeds 60K for Package 1 we will then charge a flat rate of 10%-**

OUR SIGNATURE IS *Style*  
*Our Passion:*  
**PERFECTION**

## Tying the Knot {Partial Planning }

This package is for the bride that has plenty of time and creativity on her hands, but needs some guidance along the way. Stunning & Brilliant Events will get you started in all aspects of your wedding planning. S&B will give you our exclusive timeline that keeps you on track during the entire planning process, which helps you avoid feeling overwhelmed. We will give you ideas along with a list of vendors that we think are the best fit for you. Of course you are always more than welcome to give us a call or email us anytime you need additional help. We will join with you again 6 weeks out from your wedding day.

- Up to { 3 } 1 hour consultations with bride, groom and planner { in person or via phone call }
- Up to { 2 } 1 hour vendor meetings
- S & B Events Detailed Timeline
- Access to **Aisle Planner** Our online program to keep up with ALL contracts, budget, seating chart & RSVP
- Research Ideas for wedding & give suggestions
- Vendor Recommendations
- S & B customized To-Do List
- Room Blocks
- Layout of Ceremony/Reception
- Research Ideas for wedding & give suggestions
- Selection & Management of Rentals
- Up to 80 hours

{ Includes Stunning & Brilliant Package }

- **If the entire wedding budget exceeds 48k-56K for Package 2 we will then charge a flat rate of 7%-**





## Stunning & Brilliant {Month of Coordination }

This package is for the bride that has planned her special day from start to finish but still needs someone to direct and assist on the weekend of her wedding. Stunning & Brilliant Events is here to help with making sure everything is in place, all the vendors are on-site and that you are stress free. We will meet with you at least 4 weeks from your wedding day to gather everything that you've planned { All contracts & Vendor Contact Information, Etc }. We will speak to each vendor and let them know that we will handle everything from that point forward. This eliminates the last minute urgent vendor phone calls to you! We will continue close communications as the wedding day approaches to make sure that everything is going to be STUNNING.

Up to 30 hours

Up to 2 hour consultation with bride, groom and planner 4 weeks prior to wedding date which includes a walk through of the venue.

Reach out to all vendors and let them know S&B handles everything from this point

S & B Events Detailed Timeline & Layout

Create S & B Bridal Party Agenda { 1 week prior }

Attend rehearsal {up to 1.5 hours}

Day of: {Up to 10 hours} Assist bride, groom and bridal party. Distribute corsages and bouquets, pin boutonnieres.

Setup of personal items {guest book, favors, place cards, bridal portrait, cake knife set, programs etc}. Secure Gifts.

Help with the Bustle of the wedding dress. On this day we will meet with each vendor as they arrive on-site and oversee the venue decor & setup as planned, so it is STUNNING and just what the bride and groom imagined. We want to ensure that the S & B Events Detailed Timeline & Layout will establish the flow of the events including the introductions of the wedding party, 1st dance, speeches, cake cutting, throwing of bouquet and garter, departure of bride & groom.

We provide wedding day emergency kit ...its your day....so make sure it is a Stunning & Brilliant Day!

\*\* More than 10 vendors will be additional \$100 per vendor to coordinator \*\*

**{ Your Day of Planner will be determined 6 weeks prior }**

## Rehearsal Dinner

- Send Design Questionnaire {clients fill out }
- Visit rehearsal dinner site
- Color Palette
- Create a Pinterest
- Pick out Linens {request swatches}
- Create Reception Layout
- Secure Vendors { up to 5 }
- Setup Day of
- Order Items Needed { Napkins/ Koozies Etc }
- Unique Ideas
- Flower/Decor for Rehearsal Dinner
- Includes Timeline/Agenda for Day of
- up to 25 hours { 8 used for day of }

\*\* all items/decor rentals is additional \*\*

## Design Service

- Send Design Questionnaire { Clients fill out }
- Visit Ceremony/Reception site
- Color Palette
- Pick out Linens {request swatches}
- Create Ceremony Layout
- Create Reception Layout
- Pick out Bridesmaid dresses
- Pick out Tux
- Unique Ceremony Ideas
- Unique Reception Ideas
- Boutonnieres & Bride/Bridesmaid Bouquets
- Flower/Decor for ceremony
- Flower/Decor for reception
- Rental List to send over to Rental Companies
- Includes Timeline for Day of
- A Wedding that will WOW your guest :)
- up to 20 hours

\*\* all items/decor rentals is additional \*\*

Additional hours will be billed at \$75 an hour.

Design Service is for the bride who is not sure how to bring her colors & style to life.

We are here to create a Stunning & Brilliant Day for you!



# Proposals

- Professional Photographer for 1 hr
- Red Rose Petals { 5 dozen }
- Glass Vases & LED Candles { 24 }
- Custom Champagne Flutes & Bottle of Champagne
- Small Table / 3 Custom Printed Photos
- Babe & Butcher Board
- Bluetooth Speaker { play songs at location }
- Dinner Reservations
- Setup & Break Down
- S & B Planning Fee
- Up to 20 hours

\*\* any other items/decor would be additional \*\*



**Additional Services:**  
Assembly of Invitations  
Addressing of Invitations  
Out of town Welcome Bags  
Deliver Welcome Bags  
Engagement Party  
Proposals  
Bachelor Party  
Bachelorette Party  
Programs  
Steam Iron Linens  
Vendor Research  
Venue Research  
Design/Decor  
Clean Up Crew  
Snap Chat Filter

& Much Much More...

**\$1000 deposit to  
secure your day**

# Notes:

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# Press



**Contact Hours**  
Tuesday-Friday 9AM-4PM  
Saturday - Event & Wedding Days  
**Sunday & Monday - CLOSED**  
\*\*Best way is EMAIL\*\*

**Location: Charlotte, NC**

