



# Wedding & Event Planning

Full Planning | Coordination | Design



OUR SIGNATURE IS *Style* OUR PASSION: *Perfection*

[www.stunningandbrilliantevents.com](http://www.stunningandbrilliantevents.com)



# Full Planning

## YES TO "I DO"

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 couple. We begin by finding a wonderful location for your ceremony and reception and create a master to-do list and discuss your budget. S&B Events is involved in securing the vendors for your event as well as helping with design and décor. We will be there throughout your entire engagement to ensure that you are on schedule for a STUNNING day.

## INCLUDES

- Onboarding Call
- Access to Aisle Planner: Our online program to track all contracts, budget, seating chart, and RSVPs
- Personalized Wedding Website URL
- Mood Board
- Day-of Timeline
- Securing Vendors with Perks & Full Management
- Unique Guest Experience Ideas
- Investment & Budget Assistance
- In-Person & Virtual Meetings
- Color Palette & Rental Inspiration
- Ceremony & Reception Layout
- Rental Selection & Management
- 3D Layout (upon request)
- Weekend Timeline
- Oversight of Custom Purchases: Koozies, napkins, and paper goods
- Transportation & Hair & Makeup Scheduling
- Bridal Checklist
- Room Block Assistance
- Up to 120 Planning Hours (includes 30 hours reserved for Month-of coordination)
- Exclusive Cancellation Insurance: Up to \$50k policy in client name (COVID-19/SARS-CoV-2 not covered)
  - Optional Wind Policy Add-On
- Includes Stunning & Brilliant Package



## PRICING

For pricing information, please reach out to your nearest location for personalized assistance.



"When they say you won't have a thing to worry about the day of the wedding, they mean it! Organized, pleasant, and professional are some of the words that describe S & B. Every step of the way they were a great resource about questions concerning various aspects of the wedding. If you are debating about a planner, I wouldn't hesitate to hire them. I would say S & B was the best money we spent!"

# Partial Planning

## TYING THE KNOT

This package is for the couple that has plenty of time and creativity on their 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.

## INCLUDES

- Onboarding Call
- Access to Aisle Planner: Our online program to track all contracts, budget, seating chart, and RSVPs
- Mood Board
- Day-of Timeline
- Securing Vendors with Perks & Full Management
- Unique Guest Experience Ideas
- Investment & Budget Assistance
- In-Person & Virtual Meetings
- Color Palette & Rental Inspiration
- Ceremony & Reception Layout
- Rental Selection & Management
- Weekend Timeline
- Transportation & Hair & Makeup Scheduling
- Bridal Checklist
- Room Block Assistance
- Includes Stunning & Brilliant Package
- Up to 80 hours / Save 30 Hours for Month Of

## PRICING

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# Month Of

## STUNNING & BRILLIANT

This package is for the couple that has planned their special day from start to finish but still needs someone to direct and assist on the weekend of the 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. 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 STUNNING.

### INCLUDES

- Onboarding Call
- Access to Aisle Planner: Our online program to track all contracts, budget, seating chart, and RSVPs
- Up to 2 hour consultation with couple and planner
- Final walk-through coordination (if applicable)
- Weekend Timeline
- Ceremony & Reception Layout
- Create S&B Bridal Party Agenda
- Review of all vendor contracts and confirmation of services
- Introduce ourselves to all vendors as the main point of contact. Confirm arrival times, load-ins, setup needs, and breakdown plans
- Manage final payments, tips, and vendor deliverables
- Preparation and setup of personal items, including guest book, favors, place cards, bridal portrait, cake knife set, programs, and more.
- Final planning meeting to review every detail
- Attend rehearsal (up to 1.5 hours)
- Day of: (Up to 10 hours)
  - Meet each vendor on-site and oversee decor and setup.
  - Manage the timeline and layout to keep the day flowing smoothly Assist couple and bridal party.
  - Distribute corsages and bouquets, pin boutonnieres, bustle wedding dress.
  - Secure gifts.
  - Troubleshoot last-minute changes, questions, or curveballs.
- Up to 40 hours
- Optional add on: Liability & Cancellation Insurance

### PRICING

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# Rehearsal Dinner or Welcome Party

- Initial Consultation & Meetings to discuss your vision, preferences, and party goals
- Design Questionnaire sent to clients for input
- Site Visit to the party location
- Custom Theme & Color Palette Development, including linens (swatches upon request)
- Party Layout & Flow Planning, including reception layout and event flow guidance
- Vendor Sourcing & Coordination for up to 7 vendors (catering, cake, photography, invitations/Evite, music, rentals, décor)
- Additional vendors: \$100 per vendor over 7 (added to agreement prior to party)
- Invitation or Evite Assistance
- Guest List Organization & Optional RSVP Tracking (optional add-on)
- Day-of Party Support, including setup and ordering items (napkins, favors, koozies, cups etc.)
- Customized Party-Day Timeline & Agenda for a smooth, stress-free celebration
- Final-Week Vendor Confirmations
- Up to 40 Hours of dedicated planning time

## Design Service

- Onboarding Call
- Design Questionnaire (completed by clients)
- Custom Mood Board (overall design vision, color palette, textures & style direction)
- Ceremony & Reception Site Visit
- Linen Selection & Swatch Requests
- Ceremony & Reception Layout
- Bridesmaid Dress & Tux Selection Guidance
- Creative Ceremony & Reception Concept Development
- Floral Design for Boutonnieres & Bouquets
- Ceremony & Reception Floral & Décor Design
- Detailed Rental List Prepared & Distributed to Rental Companies
- Customized Day-Of Timeline
- 25 Hours
- Please Note:
- All décor items, florals, and rental costs are additional and not included in the package investment.



## Additional Services

- Assembly of Invitations
- Addressing of Invitations
- Out Of Town Welcome Bags
- Deliver Welcome Bags
- Engagement Party
- Bachelor Party
- Bachelorette Party
- Programs
- Steam Iron Linens
- Vendor Research
- Venue Research
- Design/Decor
- Clean Up Crew
- & Much More

**\* For pricing information, please reach out to your nearest location for personalized assistance.\***