Twenty4 Carat Events
by Marchelle
Wedding and Event Planning

Your Investments:

Day of Coordination "Month-Of"
(Most Favorable "Oval")
Starting at $ 1,300*

We dedicate our time 4-6 weeks prior to your wedding to familiarizing ourselves with your vision and details! This package is ideal for couples who are taking care of all their vendors and details and needs the wedding to run smoothly while you enjoy your special day.

Every package includes a Lead Day-of Coordinator and assistance. This varies based on your guest count.

Service Summary

- Obtain copies of all vendor contracts, and follow up with vendors to verify time of arrival and other details one week before your wedding day
- Prepare detailed wedding day itinerary and distribute to all vendors
- Review and finalize detailed timeline of event and itinerary
- Review seating chart for ceremony and reception
- Confirm wedding vendors
- One walk-through ceremony and reception site to discuss details & item location
- Coordination of Ceremony Rehearsal (up to 1 hour)
- Collect wedding day items (Marriage license, guest book, pictures, toasting flutes, favors, candles, programs, place cards, cake knife).
- Distribute individual itineraries to the wedding party
- Creation of Floor Plan

Wedding Ceremony & Reception

- Assist bride and groom, along with the bridal party, with any need's day of wedding
- Coordinate with all wedding day vendors (greet, setup, etc.); act as liaison between vendors, family members, and members of the wedding party.
- Final Walk-Thru/ Check venue set-up, making sure all items are set up to perfection.
- Distribute bouquets and boutonnieres to wedding party; assist with attachment to wardrobe
- Set up décor not handled by a specific vendor (e.g., menus, favors, unity candles, programs, pictures, and small décor. *This does not include set up not discussed, full set up, table set-up, arch set up, floral, chair coverings, breaking down event. Fees can be discussed regarding these additional services.*
- Verify marriage license is signed and wedding rings are present
- Direct ushers with programs and seating distribution
- Line up and cue wedding party for ceremony and Grand Entrance for reception
- Collect any gifts given at ceremony and deliver to reception site or desired person
- Distribute final payments and gratuities to vendors as needed
- Bustle wedding gown

Investment

- Arrange for refreshments for couple upon arrival to reception
- Assist band or DJ in coordinating special events (e.g., grand entrance, bouquet toss, first dance, etc.)
- Cue bride and groom for all important events
- Maintain and coordinate timelines for all events
- Ensure things are going smoothly with banquet staff
- Distribute items for grand exit
- Gather all personal décor items and give to designated person for next day drop-off
- Coordinate breakdown of the event
- Management of Event up to 9 hours (depending on the Guest count)

Start Investment as Follows			
Guest Count	Starting Rate	Day of Hours for the Day-Of	Assistance
Up to 75 Guest	$1,300	Up to 8 hours	1
75-125 Guest	$1,800	Up to 9 hours	2
126-200 Guest	$2,025	Up to 10 hours	2*
201-300 Guest	$2,800	Up to 10 hours	3*
301-400	$3,125	Up to 10 hours	4*

****Additional fees applied when the coordinator(s) are required at more than one venue on the wedding day*
****Travels fee applicable if traveling more than 35 miles from Jacksonville, Fl*

Investment

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Partial Planning
(Superlative "Princess")
Starting at $ 2,900.00

This partial planning package is designed for couples who want a life outside of planning their wedding and is perfect for couples who need assistance in the early stages of their wedding planning.

Service Summary

Meet to review items already planned

- Hold budget discussions and provide a budget assistance sheet
- Discuss wedding style and suggest additional ideas, as appropriate

Pre-Wedding Day

- Provide calls, text and emails throughout the planning process with a limit of 4 in-person meetings for planning
- Evaluate any contracts already in-place; provide vendor referrals, as appropriate
- Schedule and attend vendor interviews with a limit of 4 in-person vendor appointments
- Facilitate delivery of sample floral, centerpiece, chairs, chargers, linens, and any other desired samples
- Assist in event design, theme, and décor
- Assist with wedding related errands - up to 5 hours
- Develop ideas for favors and appropriate packaging
- Provide final headcount to catering manager by due date
- Assist with save-the-date and invitation wording
- Assist with the production of all items needed for seating at the reception (e.g., escort cards, menu cards, table numbers, etc.)

Budget Assistance (if you opt)

- Help develop the budget (and prioritize) for any remaining vendors not yet booked; extend any available vendor discounts
- Prepare payment schedule
- Provide customary gratuity guidelines for each type of vendor and others involved

Guest Accommodations and Planning

- Assist in the selection of guest hotel room blocks and negotiate rates
- Assist in transportation arrangements for out-of-town guests and bride/groom

Tour of Venue (4-6 weeks prior to wedding date)

- Meet with site coordinator and catering manager
- Review layout and wedding day timeline

Wedding Ceremony Rehearsal

- Coordinate ceremony rehearsal (if desired and allowed by venue)
- Give personal itineraries to members of the wedding party
- Collect wedding day items such as marriage license, guest book, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc.

Investment

Wedding Day (Reference Day of Coordinating Wedding Day for full list)

- Manage wedding day timeline
- Assist members of the bridal party with wedding day duties, potential wardrobe issues, and any pertinent requests as they arise

Start Investment as Follows				
Guest Count	Starting Rate	Planning per Month	Day of Hours for the Day-Of	Assistance
Up to 75 Guest	$2,900	6 hours	Up to 8 hours	1
75-125 Guest	$3,450	6 hours	Up to 9 hours	2
126-200 Guest	$4,025	8 hours	Up to 10 hours	2*
201-300 Guest	$4,500	8hours	Up to 12 hours	3
301-400	$5,000	10 hours	Up to 12 hours	4*

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****Travels fee applicable if traveling more than 35 miles from Jacksonville, Fl*

Investment

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