

h.eloise

KANSAS CITY AND DESTINATION
EVENT PLANNING AND CREATIVE STUDIO
ESTD 2025

presents The Grand Orchestration

A FULL-SERVICE PLANNING PACKAGE

\$5,500 INVESTMENT

- Unlimited texts, emails & meetings
 - Pre-scheduled check-ins
 - Six-months out from event date,
 - Three-months out from event date,
 - Final details meeting 30-days out (in person strongly preferred),
 - Final phone call check-in one week out from event date.
- Budget creation or analysis with management spreadsheet available.
- One-hour event design consultation with mood board creation. To be available within one week after consultation.
- Venue & vendor recommendations, management & full communication with vendors (as desired).
- Rental management, as well as full access to H.Eloise rental inventory.
- Coordinator attendance to all vendor meetings & walkthroughs; scheduling management.
- Management of all vendor payment schedules with reminders of due dates.
- Provide a to-do list with instructions for the couple.
- Attend final dress fitting to learn bustle details.
- Hotel block & transportation management for wedding day.
- Creation of a detailed day-of timeline & wedding week newsletter to be distributed to wedding party & family members via email one week prior to the big day.
- Rehearsal dinner attendance to assist & offer guidance with the rehearsal portion of the evening.
 - Add-on rehearsal dinner planning services starting at \$1,500.
- Lead coordinator & assistant on-site for day-of management, serving as day-of contact for all vendors.
- Setup of secondary decor including programs, guest book, guest favors, escort cards, menus, table numbers, cake knife & server, toasting glasses, small plate with forks & napkin for cake cutting ceremony & light candles.
- Organize & execute wedding processional, as well as maintaining the day-of timeline by coordinating with on-site vendors.
- Secure personal items for the end of celebration including the top layer of cake and any personalized items brought in (toasting glasses, cake knife & server, etc.)
- Assist a designated family member or friend with gift transfer after collection.
- Distribute gratuities to vendors at the end of the celebration.
- H.Eloise Event Day Emergency Kit to be available for day-of use.
- Teardown service to assist in clean up after the event, collection of any H.Eloise Rental items & see vendors out of venue.
 - Add-on post-wedding brunch planning services starting at \$1,500.

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