



♦ The Honey & The Hive ♦

**Where your dream wedding/event is built with care,
one beautiful detail at a time!**

♦ Golden Package - Full Service

**Foundational Client Investment
\$1,000 - \$2,000**

Initial Setup & Planning

Foundation

- Free Discovery Consultation
- Custom wedding planning timeline based on your date, location & vision
- Personalized budget development & tracking
- Creation of a custom wedding website (RSVP, registry, location details, hotel info, and more)
- Access to your personal wedding planning portal or shared folder

Vendor Management & Booking

- Research and presentation of vendor options tailored to your budget and style
- Venue
- Caterer
- Florist
- Photographer & Videographer
- Hair & Makeup
- Entertainment (DJ/Band)
- Rentals (linens, furniture, décor)
- Transportation
- Schedule and attend vendor meetings & tours (in-person or virtual)
- Contract review and negotiation
- Communication & coordination with all vendors

Design & Invitations

- Wedding design concept (mood board, color palette, style guide)
- Theme and décor consultation
- Stationery and paper goods guidance:
- Save-the-Dates
- Invitations
- Ceremony programs
- Menus
- Seating charts
- Coordination with stationery designer/printer
- Mailing timeline & RSVP management
- Custom signage & design coordination

Pre-Wedding Coordination

- Creation of detailed wedding day timeline
- Development of floor plans & seating charts
- Guest list tracking and RSVP follow-up
- Assistance with hotel blocks & transportation
- Rehearsal dinner planning & coordination
- Venue booking
- Menu selection
- Speech & flow structure

Bridal Support

- Style guidance for:
 - Wedding dress shopping
 - Bridesmaids' attire
 - Groom & groomsmen attire
- Bridal beauty coordination (hair, makeup, skincare timeline)
- Planning of bridal shower & bachelorette (upon request)

Ceremony & Reception Management

- Full day-of coordination by lead planner + assistant(s)
- Vendor arrival & setup oversight
- Timeline enforcement for all segments (ceremony, cocktail hour, reception)
- Ceremony rehearsal facilitation
- Distribution of final vendor payments & tips
- Handling of emergencies, unexpected changes, or delays
- Cueing ceremony music, speeches, and first dances
- Management of gift & card table

Post-Wedding Services

- Return of rental items (if local)
- Vendor thank-you communication
- Assistance with post-wedding announcements
- Name change checklist (if desired)
- Review support & photo album help (optional)

Optional Add-Ons

(Available Upon Request):

- Engagement party planning
- Bachelorette or bachelor trip planning
- Honeymoon planning assistance
- Welcome bag assembly & delivery

Price Breakdown

- Micro wedding - 10-75 Guests = \$1,000
- Medium Wedding - 75-150 Guests = \$1,500
- Large Wedding - 150-300 Guests = \$2,000

◆ Nectar Package - Partial Service

Foundational Client Investment
\$500-\$1,000

Initial Consultation & Planning Support

- One-on-one kickoff consultation
- Personalized planning checklist and timeline
- Custom budget template to guide your spending
- Access to preferred vendor list
- Ongoing check-in calls or emails

Vendor Guidance & Communication

- Recommendations for 3-5 trusted vendors per category (venue, catering, photography, etc.)
- Review of your existing contracts and vendor commitments
- Introductory communication with booked vendors to establish planner as point of contact
- Help scheduling and organizing vendor meetings
- Email and phone support for vendor questions

Design & Details Support

- One mini design session to align your colors, theme, and general vibe
- Assistance sourcing décor, rentals, signage, etc.
- Guidance on stationery and invitations
- Etiquette advice for invites, RSVPs, seating, etc.
- Tips and templates for seating charts, programs, and timelines

OPTIONAL ADD-ONS (EXTRA FEE)

- REHEARSAL DINNER COORDINATION
- WELCOME PARTY PLANNING
- SEATING CHART OR SIGNAGE DESIGN
- BRIDAL SHOWER OR BACHELORETTE PLANNING
- HONEYMOON PLANNING

Timeline & Day-of Planning

- Creation of a comprehensive wedding day timeline
- Vendor confirmation the week prior to the wedding
- One venue walkthrough (with you or on your behalf)
- Creation of floor plans and layout advice
- Rehearsal walk-through

Day-of Coordination

- Lead coordinator on-site for up to 10 hours
- Oversight of vendor arrivals, setup, and flow
- Cueing of ceremony, speeches, dances, etc.
- Handling of day-of emergencies and timeline management
- Distribution of final payments and gratuities (if provided)
- Point of contact for all guests and vendors

Post-Wedding Wrap-Up

- Return of small rental items (if local/logistically feasible)
- Collection and secure handling of cards and gifts
- Tips for thank-you notes and post-wedding checklist
- Support with vendor reviews and follow-ups

Price Breakdown

- Micro wedding - 10-75 Guests = \$500
- Medium Wedding - 75-150 Guests = \$550
- Large Wedding - 150-300 Guests = \$1,000

◆ Honeycomb Package - Day Of Service

Foundational Client Investment
\$200 - \$400

Final Planning Meeting

- One coordination consultation 4-6 weeks before the wedding
- Review of vendor contracts & wedding day plans
- Creation of a detailed wedding day timeline
- Unlimited email communication during the final month

Venue Walkthrough & Rehearsal

- Venue walkthrough to finalize layout and logistics
- Coordinate rehearsal (typically 1 hour, day before wedding)
- Confirm processional/recessional order, timing, and cues
- Answer bridal party and family questions

Ceremony & Reception Setup

- Supervise and assist with setup of décor, signage, welcome table, guest book, candles, favors, etc.
- Oversee placement of florals, rentals, and table settings (per your design plan)
- Set up ceremony chairs and aisle details (if not handled by venue or rental company)
- Coordinate with venue staff and vendors during setup

Vendor Coordination

- Confirm arrival times & logistics with all vendors week-of
- Be the point of contact on wedding day
- Greet and direct all vendors on-site
- Ensure smooth vendor setup and communication throughout the day

Wedding Day Management

- Lead planner on-site for up to 10 hours
- Manage the timeline and flow of the entire day (from hair/makeup through reception)
- Cue ceremony participants (officiant, DJ, bridal party, etc.)
- Oversee transitions: ceremony → cocktail hour → reception
- Cue entrances, speeches, dinner service, dances, cake cutting
- Keep couple on schedule without being intrusive
- Handle any emergencies or last-minute changes discreetly

Post-Wedding Wrap-Up

- Collect personal items, décor, gifts, and cards
- Coordinate return of rental items (if arranged in advance)
- Pack up belongings and ensure nothing is left behind
- Provide vendor tip envelopes and final payment handling if needed
- Final check-in the following week to wrap up and celebrate

Price Breakdown

- Micro wedding - 10-75 Guests = \$200
- Medium Wedding - 75-150 Guests = \$300
- Large Wedding - 150-300 Guests = \$400