

All Year planning package \$3000



Is for the client who wants FULL SERVICE event planning. Got big ideas and bigger expectations for your event? This is the package for you! From beginning to end, LuxyBridal can manage the details and present you with design ideas, coordinate and attend all vendor meetings, assist in all decision making and/or take your game plan and make it reality in whatever style best suits your individual needs.

Package inclusions (vary widely based on client needs):

- Venue Selection & negotiation
- **Initial planning meeting** to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives
- Create a comprehensive budget projections and planning timeline for clients enabling them to stay on track and on budget
- Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting and Audio Visual, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, ceremony officiant, transportation, event insurance, and more based on style, availability, and price
- Streamline vendor introductions and set up appointments for clients based on their availability – **ATTEND ALL VENDOR MEETINGS** with clients as needed
- Review vendor contracts and make recommendations
- Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting
- Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event
- Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception
- Advisement on etiquette and troubleshooting any challenges that come up while planning
- Manage mailing of invitations and managing RSVP's as needed for client and track all guest counts
- Manage and maintain wedding website
- Design, stuff and deliver hotel amenities for out of town guests
- Create binder that includes copies of all contracts, design portfolio and inspiration boards
- Personal styling – attend gown fittings and assist in selection of accessories
- Plan/coordinate rehearsal dinner
- Plan/coordinate departure brunch
- **UNLIMITED MEETINGS** at the LuxyBridal to keep on track of details and design as needed
- **Unlimited phone and email correspondence** throughout the planning process
- **All items listed in the Day-of Coordination are standard inclusions with all LuxyBridal Planning packages**

Planning and Consultation \$1500



Is a must for every host and hostess that want to enjoy their planning process and ensure the big bucks they are spending on their event net them exactly the experience they picture within their given budget.

Package inclusions (vary widely based on client needs):

- Venue Selection & negotiation
- **1 Initial planning meeting** to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives
- Create a comprehensive budget projections and planning timeline for clients enabling them to stay on track and on budget
- Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, transportation, event insurance, and more based on style, availability, and price
- Streamline and make vendor introductions via email so client can make appointments with vendors based on their availability – **a limited number of meetings** to attend vendor meetings of client's choice
- Review vendor contracts and make recommendations
- Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting
- Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event
- Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception
- Advisement on etiquette and troubleshooting any challenges that come up while planning
- **A limited number of planning meetings** at LuxyBridal to keep on track of details and design as needed
- **Unlimited phone and email correspondence** throughout the planning process

All items listed in the Day-of Coordination package are standard inclusions with all LuxyBridal Planning packages.



Day-of Coordination \$800

Is for the client that has made all the decisions, but needs some help bringing everything together without tearing out their hair. Last minute details got the best of you? Not sure you can enjoy your own party if you're worried about the finer points of the soirée? Need someone with experience to navigate the choppy waters of a large event and guide you smoothly through the day with a smile on your face? This is the package for you.

- **1 MEETING** for site walk thru and planning meeting to review all last minute details and logistics of event – work thru the Checklist so every last detail is clear and priorities are understood
- Creation of a detailed timeline, flow plan and vendor production sheet for the event as well as coordinate last minute information gathering regarding meals, payments, and loading/strike times from vendors
- Create payment spreadsheet and advise on gratuities upon request
- Coordinate logistics, timeline and details for the event on the day of the event as well as in the weeks leading up to the event
- Advise on last minute decisions and answer etiquette questions
- **Attend and direct wedding rehearsal** - usually the day prior to the event, make announcements, distribute wedding party timelines, keep things moving and on time
- **Approximately 10 hours on day of event** to facilitate wedding timeline, deliveries, vendor set up, implementation & strike
- Coordinate décor and design set-up with florist and other relevant parties and assist with labor and all details for décor the day of the event
- Manage all moving pieces of the event: Direction of vendors, attend guest needs and inquiries, trouble-shoot challenging situations, etc
- Vendor confirmations and contact lists
- **Unlimited email and phone correspondence 60 days prior to event** to discuss details



PRICING

We are always happy to meet with a potential client in person for a complimentary no obligation needs evaluation. This is the best way for us to establish our customer's priorities and get a feel for their sense of style and 'event personality.' We then prepare a customized proposal of service that fits the client's individual budget, style and expectations.

Corporate Events

The LuxyBridal Team can design, coordinate and implement your corporate event whether it be a holiday party, fund-raiser, marketing event, seminar, off-site meeting, shopping event, concert or fashion show. We have experience designing functional and creative events that deliver measurable results as specified by our clients with style and professionalism. Whether your goal is to raise your company profile, impress clients, raise awareness for a cause or promote a product let LuxyBridal be the go-to gals for your next corporate function. Our hard work behind the scenes will get you the up-front credit you deserve!

LOLA Power Planning

Don't know how to get started? Consider this your personalized seminar. Meet at the LOLA showroom for an intensive 2-3hr planning session with one of the LOLA Pro's that includes the following:

- Expectation Management
- Personalized Budget advising
- Personalized planning timeline
- Catering Checklist
- Vendor Recommendation Sheets
- Venue Recommendations
- Event Design advising
- Etiquette advising
- One-on-one coaching

This session is perfect for budget-minded client who is intimidated by the process of getting started, and may not have the budget for a full service event planning package. 'Power Planning' meetings are available in the LOLA Showroom at 1917 N. Milwaukee Avenue by appointment Monday-Thursday between the hours of 10am and 6pm.

Power Planning sessions can be booked for a one-time fee of \$500.

Social Events & Networking

LOLA loves all things parties – galas, fund raisers, birthday and anniversary celebrations, in-home events, mitzvahs and more! Let the LOLA pro's make your next celebration a personal, fun and worry free event that will keep your friends and family talking about it for years!