



*maura rose*

FLORAL DESIGN & EVENTS

Planning Packages

PA + NJ + DE

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# Full Wedding Planning Package

\$2750.00

## *Pre-Wedding*

- unlimited email and phone consultations
- (3x) in person meetings with clients, venue or vendors
- detailed mood board and color palette creation
- guide couple in wedding vendor selection and inclusive industry partner discounts
- assist with budget creation and up-to-date spreadsheet management via custom client web site
- handle all vendor contracts, insurance requirements and communication
- assist with food and beverage selections
- travel/accommodations management
- creation of detailed floor plan and seating chart
- work with all vendors to establish detailed day-of timeline
- work with wedding officiant to choreograph wedding ceremony, processional and recessional
- head on-site wedding rehearsal

## *Wedding Day!*

- Maura + (1) assistant on site day of wedding (up to 10 hours)
- ensure all vendors arrive on time and oversee set up
- ensure wedding party is running on schedule
- set up of clients provided decor, placecards, details, etc.
- ensure timeline of event runs smoothly
- ensure proper breakdown of event
- escort all clients items off site to deliver post event

# Day-of Planning Package

\$1750.00

## *Pre-Wedding*

- unlimited email and phone consultations
- (2x) in person meetings with clients, venue or vendors
- review vendor arrangements, contracts and insurance
- provide budget advice if needed
- creation of detailed floor plan and seating chart
- work with all vendors to establish detailed day-of timeline
- travel/accommodations management
- work with wedding officiant to choreograph wedding ceremony, processional and recessional
- head on-site wedding rehearsal

## *Wedding Day!*

- Maura on site day of wedding (up to 10 hours)
- ensure all vendors arrive on time and oversee set up
- ensure wedding party is running on schedule
- set up of clients provided decor, placecards, details, etc.
- ensure timeline of event runs smoothly
- handle any vendor/food/beverage situations that may arise
- ensure proper breakdown of event
- escort all clients items off site to deliver post event