

THE PEONY PACKAGE

Management + Design

\$2500+

Wedding management services are perfect for couples who know exactly what they want, but may need a little assistance making it all happen! Our design service provides a team to set up decorations provided by the client (including third-party rentals), while our management services allow the newlyweds and their families to fully focus on their happiness and excitement throughout the entire celebration.

Your wedding will be directed and coordinated by owner and lead designer, certified wedding planner Jacqueline Gibson. Your event will also have one assistant who will be present throughout the main parts of your event to ensure everything runs smoothly. Read below for a full list of our event management services:

Details Consultation *In Person or via Zoom Let's get to know one another and discuss your wedding goals as we walk through the wedding planning template together. ~3+ hours*

(2) Venue/Design Consultations *On-site at Venue We will schedule two walkthroughs at the venue: the first to discuss specific details such as floor layout, ceremony/reception placement, etc., and the final to confirm.*

Final Consultation *via Phone or Zoom A final check-in to confirm all details on the planning template so that accurate information can be distributed to all vendors and participants. ~1 hour*

(Of course, we will be available throughout the planning process for questions or check-ins via email)

Event Management

Full management of wedding décor, including items provided by the client, third party rentals, etc.

Complete coordination of wedding events, including ceremony, cocktail hour, and reception

- *Décor Setup/Installation ~3 hours*
- *Event Management ~10 hours*
- *Breakdown assistance ~1 hour*

Management Team

Lead Planner will be onsite for 12 hours, beginning upon arrival

(2) Assistants will be onsite for 6 hours, beginning upon arrival

Detailed Wedding Packet *Contents include (but are not limited to):*

Day-Of Timeline *A custom full-day schedule based on photography timeline, vendor arrivals, HMU schedule, etc.*

Ceremony Outline + Layout *A digital rendering of your ceremony space PLUS a formal outline for your ceremony*

Reception Schedule + Layout *A digital rendering of your reception space PLUS complete reception outline*

Ceremony Rehearsal *We will direct a 45-minute rehearsal the week before the wedding (travel fees vary)*

Vendor Coordination

Week-of Confirmation of Vendors and Vendor Communication

Distribution of Detailed Wedding Packet to all vendors and participants

Day-of Vendor Management

Rental Credit & Discounts

\$150 Credit towards almost anything in our rental inventory*

20% Discount on Floral Services through Powell's when booking this package

BONUS BLOOMS

Planning Service Add-Ons

Wedding days can be *a lot* of work! We offer several additional services to help you and your families have the best day possible, while making sure that every single detail is completely taken care of! Please note that all of our planning service add-ons must be combined with a pre-existing booking for coordination or management.

Rehearsal Coordination +\$700

Complete coordination of wedding rehearsal and dinner

- *Dinner planning meeting ~1 hour*
- *Detailed rehearsal plan and layout included in wedding packet*
- *Dinner Setup ~2 hours*
- *Ceremony Rehearsal ~1 hour*
- *Dinner Coordination ~ 2 hours*
- *Breakdown assistance ~1 hour*
- *(1) Assistant will be onsite for duration of rehearsal*

Ceremony Flip +\$100

Includes (2) Additional Assistants for (2) hours* to facilitate flipping the space

Full-Service Strike +\$200

Includes (2) additional hours for design team plus (2) assistants to facilitate a complete and fast clean-up

Pre/Post Event Pick-ups or Deliveries

Design team will pick up or return rental items to third-party vendors

Fee depends on the distance and amount of items to be picked up or returned.

Hourly Add-Ons

Lead Designer / Coordinator **\$75/hour**

Assistant Designer / Coordinator **\$25/hour**

Travel Fees

Applies to all bookings more than 50 miles from business office (unless otherwise declined by lead)

Month-of Coordination **\$200**

Management & Design **\$400**

Please note that Powell's Bouquet will not be responsible for decorating the ceremony or reception spaces; however, they will ensure that your venue is presentable. Additionally, Powell's Bouquet will not provide linens, novelty items, or rentals.



RENTAL SERVICES AND INFORMATION

Our rental services are designed to make your wedding day as easy as possible. We offer a wide variety of wedding rentals, including stationery, furniture, and linens. Our experienced staff will help you choose the perfect items for your wedding and ensure they are delivered and set up on time. We also offer a variety of wedding services, including floral arrangements, catering, and photography. Contact us today to learn more about our services and how we can help you create the wedding of your dreams.

For more information, please visit our website at www.powellsbouquet.com or call us at 800-555-1234.

STATIONARY

Priced by quantities of 2

Stationary Set \$50+

Includes :

Invitations (Single-Sided)

Blank Envelopes

Response Cards

Response Envelopes

Invitations \$25+

Save the Dates \$25+

Address Labels \$10+

Custom Envelopes \$35+

Blank Envelopes \$10+

Response Cards \$10+

Response Envelopes \$15+

Thank You Cards \$25+

Wedding Programs .. \$25+

Place Cards \$10+

Dinner Menu \$20+

FURNITURE / SIGNS

Wooden Rectangle Arch \$50

Golden Rectangle Arch \$50

Gold Tea Cart \$75

Small Accent Table \$25

Acrylic Welcome Sign \$45+

Printed Welcome Sign \$25+

Seating Chart \$50+

Specialty Signs *Food, Bar* \$20+

LINENS / TABLES

Table Runners \$5 *ea*

Table Numbers 6 / \$15+

Hurricane Vases 3 / \$5

Bud Vases 5 / \$7

Taper Candles 10 / \$10+

Pillar Candles 4 / \$10+

Tea Candles 20 / \$10

For more information, please visit our website at www.powellsbouquet.com or call us at 800-555-1234.