

THE DAHLIA PACKAGE

Month-of Coordination

\$850+

Month-of coordination services allow the newlyweds and their families to fully focus on their happiness and excitement. All the while, your coordinator will oversee vendors, create and manage your full-day timeline, and address any last-minute challenges that may arise during the celebrations.

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 month-of coordination 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

Venue/Design Consultation OPTIONAL Our coordination clients can schedule a walkthrough at the venue to discuss specific details such as floor layout, ceremony/reception placement, etc.

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 Coordination

Full coordination of your wedding day, including pre-ceremony, ceremony, and reception.

Coordination Team

Coordinator will be onsite for 10 hours, beginning upon arrival

(1) Assistant 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 processional/recessional, including full names of family members and wedding party

Reception Schedule + Layout We will work with your DJ to create the order of events for the reception, including song selections, special moments or elements, and send-off PLUS a digital rendering of your reception space

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

Other Resources

Powell's elite wedding planning resources

Tailored vendor recommendations

Detailed Wedding Packet and guides

Wedding Day Pro Emergency Kit

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.

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**

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