

# BARNWOOD EVENTS WEDDING PLANNING PACKAGES

*Creating joyful celebrations for lasting memories*



## WHAT'S INSIDE:

MONTH OF COORDINATION

KICKSTARTER + MONTH OF COORDINATION

MONTH OF COORDINATION, DESIGN BOARD  
+ 10 PLANNING HOURS



# MONTH OF COORDINATION:

*Your coordinator is dedicated to ensuring you have a stress-free experience, allowing you to fully enjoy your special day and create lasting memories. Their support begins two months prior to your wedding, and below are the services included in the package. The month of coordination package is \$1,500.*

## Pre-Wedding:

- Up to two planning meetings  
One-hour meetings to include: creating a detailed schedule for the day of your wedding, creating a custom seating plan, gathering vendor contact info, communicating with vendors about arrival and set up, detailing setup requests, etc.
- One hour of rehearsal coordination (for weddings at Barnwood Events)
- Vendor coordination & communication of timeline
- Email and phone correspondence as needed

## Day-of:

- Set up of linens, decor and other items as requested  
Helps with set up and decorating of ceremony and reception spaces based on plan made at meetings. This includes set up of decor provided by Barnwood and your own decor.
- Contact person and schedule holder
- Direct and coordinate with vendors  
Works with vendors to deliver and set up linens, decor, flowers, music, etc. according to the schedule and directions given during planning meetings.
- Coordinate Ceremony
- Coordinate reception  
Organizes details on schedule including grand entrance, first dance, dinner, toasts, and cake cutting. Ensures photographer and DJ are on the same page.

## Post-Wedding

- Organize proper cleanup and pack up of items
- Load items as requested





# KICKSTARTER + MONTH OF COORDINATION:

*With so many choices to make, we know starting the planning process can be overwhelming. This package is perfect for the couple who needs help in the beginning of the wedding planning process with choosing their vendors and getting their to-do's organized. This includes our Month of Coordination plan and up to 5 hours to help you kickstart your planning process.*

*The kickstarter package is \$1,800*





# MONTH-OF COORDINATION, DESIGN BOARD AND 10 ADDITIONAL PLANNING HOURS:

*This package is fully customizable to meet your needs! It includes our standard month-of coordination services, help with creating your custom design board, and ten additional planning hours. These hours can be applied to any of the services listed below. The total price for this package is \$2,500.*

*If you need extra support, you can also add planning hours to any of our packages at a rate of \$75 per hour.*

- Design vision board
- Vendor sourcing
- Vendor communication
- Rental sourcing
- Stationery assistance
- Off-site rehearsal (if requested)
- Welcome party planning
- Contract reviews
- Guest accommodations
- Shuttle services

