



Sincerely Yours
EVENT PLANNING
lasting impressions

◆ PLANNING PACKAGES ◆

Sincerely Yours Event Planning offers several packages to accommodate any event

Full and Partial Services

◆
Day of Coordination

◆
Customized Packages

◆
Décor Packages

◆
Consultations

◆ FULL SERVICE PLANNING PACKAGE ◆

Your Full Service Planning Package will provide all of your service needs from beginning to end. As we all know, planning an Event/Wedding can be time consuming along with quite a bit of small details to consider.

This package is for those who prefer to have their Planner handle all of the intricate details of their event. We are here to make planning your Event/Wedding stress free.

Package Includes:

- Consultation(s)
- Unlimited phone and email contact
- Budget Development
- Personal Website
- Schedule all Venue and Vendor Meetings
- Attend Vendor meetings
- Review Venue/Vendor Contracts
- Setup and Finalize all payments to Vendors
- Décor Inspiration
- Create and track guest list

◆ PARTIAL SERVICE PLANNING PACKAGE ◆

The Partial Service Planning Package are for those that need professional advice or assistance for specific things, while continuing to play an active roll in planning.

This package is for those who have started the planning process and needs a planner to handle the unfinished details in completing the planning process for your event.

◆ DAY OF PLANNING PACKAGE ◆

The Day Of Planning Package will include coordination of the event. We will handle all the details for the event so that you, your family and friends can relax and enjoy the event stress free.

This package is for those who have planned their event from start to finish and need a Planner for the day of the event.

Consultation for this package is required

◆ CUSTOMIZED PLANNING PACKAGE ◆

The Customized Planning Package provides additional add on services for those items you may not have time to do. We will be more than happy to assist with any of the following items.

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Creating and maintaining a Personalized Website

Arrange Tasting (Cater and Cake Tastings)

Arrange

Assistance with Save the Dates, Invitations and Programs (Includes addressing and mailing Invitations)

Décor

Rehearsal Dinner Coordination

These items may be added to any package (*excluding Full Service Planning Package*), or individually as an ala carte item.