



One of the most exciting and pinnacle events in a couple's lives is their wedding day! At times, the details can be overwhelming, confusing, and the budget can easily take on a mind of it's own. Allow Shenanigans to help you pull all the pieces together and create *your* vision of your wedding day.

Shenanigans can assist with planning, coordination, and facilitation - partnering with you every step of the way - or we can simply provide coordination on the day of the wedding to facilitate the details for an organized, joyful wedding experience. You've waited so long for this special day. Allow us to bring you peace of mind while you concentrate on the experience!

In order to make it easy for you to determine what type of planning assistance best fits into your budget, we have designed 3 service packages for our clients to choose from, or a custom package and/or ala carte services may be selected. Your initial consultation is complimentary.

Pricing varies depending on the size, complexity and timeframe surrounding the wedding. Each wedding is unique, as is each bride. Once we have had an initial consultation with you, Shenanigans will provide a quote for the services desired that best suit your needs.

Contact us today for your free consultation!

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## **Diamond Package – Full Wedding Coordination services**

From the minute the bride says “Yes”, Shenanigans can step in and assist with every aspect of the planning, coordination and execution of your wedding. From venue and vendor selection to the send-off for the Bride and Groom – this comprehensive package will include all the details necessary to plan and organize your dream day!

Services include:

- ❖ Free Initial Consultation
- ❖ Budgetary Review and Advice
- ❖ Venue selection
- ❖ Invitation consulting and selection assistance
- ❖ Create and Maintain Budget Worksheet
- ❖ Timeline of Wedding Events and Tasks for family, bridal party, vendors and venue
- ❖ Call all vendors to confirm details and times of arrival/delivery 1-2 weeks prior to your wedding day
- ❖ Wedding Rehearsal Coordination
- ❖ Assist wedding party, family members, guests as needed
- ❖ Decoration/placement of ceremony and reception items
- ❖ Gather and take down any and all ceremony and reception items and store them in designated location
- ❖ Design conception and advice
- ❖ Negotiation and Review of all vendor contracts
- ❖ Payment schedule reminders
- ❖ Attend and facilitate vendor meetings
- ❖ Design Reception Layout/Plan
- ❖ Etiquette and protocol advice
- ❖ Unlimited phone and email advice and answers to questions
- ❖ Greet vendors upon arrival and receive deliveries
- ❖ Ensure all vendors are doing their job according to contracts
- ❖ Provide complete wedding emergency kit
- ❖ Secure gifts and cards with person of your choice



### **Platinum Package – Wedding Day Coordination services**

The next best thing to Full Coordination services, the Platinum Package is perfect for the bride who has chosen key elements of their Wedding Day (Venue, Caterer, Bakery, Florist, Photographer), but needs assistance managing the day to day tasks as well as advice for organizing and executing the Rehearsal and Wedding Day. From the minute the bride says “Yes”, Shenanigans can step in and assist with every aspect of the planning, coordination and execution of your wedding. From venue and vendor selection to the send-off for the Bride and Groom – this comprehensive package will include all the details necessary to plan and organize your dream day! Services include:

- ❖ Free Initial Consultation
- ❖ Budgetary Review and Advice
- ❖ Review of all vendor contracts
- ❖ Invitation consulting and selection assistance
- ❖ Create and Maintain Budget Worksheet
- ❖ Timeline of Wedding Events and Tasks for family, bridal party, vendors and venue
- ❖ Call all vendors to confirm details and times of arrival/delivery 1-2 weeks prior to your wedding day
- ❖ Wedding Rehearsal Coordination
- ❖ Assist wedding party, family members, guests as needed
- ❖ Decoration/placement of ceremony and reception items
- ❖ Gather and take down any and all ceremony and reception items and store them in designated location
- ❖ Attend and facilitate vendor meetings
- ❖ Payment schedule reminders
- ❖ Etiquette and protocol advice
- ❖ Design Reception Layout/Plan
- ❖ Unlimited phone and email advice and answers to questions
- ❖ Greet vendors upon arrival and receive deliveries
- ❖ Insure all vendors are doing their job according to contracts
- ❖ Provide complete wedding emergency kit
- ❖ Secure gifts and cards with person of your choice
- ❖ Two wedding consultants to coordinate complete wedding day (additional help may be added for guest count > 250)
- ❖ Distribute final payments and tips to vendors on behalf of couple



### **Gold Package – Wedding Consultation & Planning Advice**

For the bride who wants to plan her big day, but needs help getting started! Shenanigans can assist you with reputable recommendations, suggestions and valuable advice from a Trained Wedding Professional in order to help you in making those important decisions as well as stay within your budget. Services include:

- ❖ Up to 5 hours of Consultation & Planning Advice
- ❖ Printed List of Vendor Recommendations based on client's vision of the Wedding day
- ❖ Etiquette and protocol advice
- ❖ Unlimited Email advice 6 months prior to ceremony
- ❖ Sample budget, timelines, checklist and rehearsal/ceremony layout

### **Additional Services Available – Hourly Fee**

We are happy to provide the following services by request for our clients for an additional hourly fee.

- ❖ Invitation Orders and/or production, verbiage suggestions, Addressing (subject to per invitation charge)
- ❖ Assistance creating/assembling wedding favors or decor
- ❖ Rehearsal Dinner assistance/advice
- ❖ Placecard/seating chart creation & maintenance
- ❖ Guest RSVP tracking
- ❖ Return of Bridal party rental items
- ❖ Hotel accommodations and/or transportation needs
- ❖ Bridal Showers and parties