



**HELPING CREATE
YOUR NEXT BEST
ADVENTURE.**



RICHARDSON EVENTS

**WEDDING PLANNING AND
COORDINATION GUIDE**

BOOK NOW

[https://sorichardson2020.wixsite.com/
website](https://sorichardson2020.wixsite.com/website)

sorichardson2020@gmail.com



RICHARDSON EVENTS FAQ'S



Are you a licensed business? Can you provide insurance for my venue?

I am a licensed business in California. I have up to 2 million in general liability insurance and am willing to add your venue to my insurance.

Will you attend the rehearsal?

Rehearsal is included in every package, however, the date must be booked in advance due to my scheduling of events.

What is included in your pricing?

My pricing is based on hours of my service (the day of the wedding and prior to) rehearsal, consultation calls, email with vendors, guest count, and travel to the location.

Disclaimer: There are no additional fees. If you choose to add more time to the contract or your guest count significantly changes to the next tier that is the only time when the price will change. (i.e. 4 hours of service to 6 hours & 100 guests to 150-200 guests)

Do you offer any discounts?

Yes, I offer Military Discount which is 10%.

How frequent do we communicate?

A phone call or zoom can be scheduled through my website at any time. The link will also be in your contract. Be mindful that I only conduct a handful of meetings a week, 30 minutes each.

How much is the deposit? When is the final payment due?

A \$100 deposit is required to book your date. \$150 is due 12-16 weeks prior to the final balance. The deposit goes towards the total amount. The remaining balance is due 30 days prior to the event. There will be a \$100 fee for late payments as of 01/01/2023.

How many hours should I book you for?

I allow each package to be customizable. We can talk through how many hours are appropriate for your event. I do ask for at least two hours to set up the reception space and one hour for the ceremony set-up time. If a breakdown is applicable, an hour and a half are what I usually recommend. Please be mindful that anything outside of the contract hours will be charged.

Do you include in-person walk-throughs?

In-person walk-throughs are now available in the day of coordination, partial service, and full-service packages. Additional travel fees will be applied to the contract.

Where do I inquire and what does the process look like?

Please feel free to inquire on my website or send me an email at: sorichardson2020@gmail.com. We can set up a consultation phone call where we discuss the services you need and how we can achieve your perfect day.

When can I expect to hear back from you?

I get back to all emails, texts, calls, etc. in 2-3 business days. When there are delays, however, I will typically have an automatic email letting everyone know when I am experiencing my busy times, if I am out of the office, or have a personal/business emergency.

SERVICES

ALL SERVICES INCLUDE:

- Pre-Wedding Services and Day of Wedding Services



Disclaimer: "Starting at" is the minimum starting amount for the package you are interested in. Please send an email or set up a consultation to get an estimate for your specific event.

DAY-OF COORDINATION STARTING AT \$900

Package Details:

- Guest count is 85 people or above for 7 hours or more. (Inquire about fewer hours, and view other packages for fewer guests)

Pre-Wedding Services Include:

- Briefing of planning & coordination process
- Unlimited Email Responses and Optional Monthly Calendly Meetings (Phone or Zoom)
- Contact all vendors on vendor arrival and departure times/
- Collect vendor insurance if necessary
- Timeline creation / Send timeline to vendors
- Ensure venue rules are being complied
- Provides organizational sheets for easy execution the day of the wedding

Day of Wedding Services Include:

- On-Site Day of Coordination - ceremony: executing the processional and recessional by coordinating with music vendor and wedding party & reception: helping guide the wedding party for reception entrance, coordinating with couple and vendors on reception activities, such as the first dance
- Point of contact for all vendors
- Manage Timeline Details throughout the day/night-ensuring things run on time
- Set up/break down personal or rented items for the ceremony and reception area
- Move ceremony or cocktail decorations into the reception space
- Greet your guests at the ceremony and direct them throughout the night
- Checking in on the couple throughout the night

MICRO-SIZED WEDDINGS STARTING AT \$650

Package Details:

- Guest count is 50 people or below for 1-4 hours.
- Options of the day of coordination, partial planning, or full-service planning, check package details under bolded topics.
- Option to add on more hours if wanted

Service Details: See the left side of the brochure (day of coordination)

MID-SIZED WEDDINGS STARTING AT \$750

Package Details:

- Guest count is between 50 - 85 or below for 4-6-hours
- Options of day-of coordination, partial planning, or full-service planning, check package details under bolded topics.
- Option to add more hours if wanted

Service Details: See the left side of the brochure (day of coordination)

BONUS PERKS AVAILABLE :

Please ask about package options including bonus perks or how you can obtain any bonus perk.

- Vendor Recommendations
- Rental Items and Inventory Access
- Layout Creation
- Join Final Venue Meeting or Tasting for Expert Advice



**For any additional questions,
contact me at:
@sorichardson2020@gmail.com
or on my website under the
Contact tab.**

Disclaimer: "Starting at" is the **minimum starting amount for the package you are interested in. Please send an email or set up a consultation to get an estimate for your specific event.**

FULL-SERVICE PLANNING STARTING AT \$2000

Package Details:

- **Up to 12 hours (Inquire about fewer hours, and view other packages for fewer guests)**

Pre-Wedding Services Include:

- Providing venue options based on wants and needs
- Finding new vendors & giving couples a preferred vendor list
- Helping reserve hotel blocks
- Ceremony & reception layout
- Vendor payment schedule & budget management if needed
- A full logistics sheet included rather than a timeline
- Tools for to-do-lists
- Check-ins and updates throughout the planning process
- Briefing of planning & coordination process
- Unlimited Email Responses and Optional Monthly Calendly Meetings (Phone or Zoom)
- Contact all vendors on vendor arrival and departure times/
- Collect vendor insurance if necessary
- Timeline creation / Send timeline to vendors
- Ensure venue rules are being complied

Day of Wedding Services Include:

- On-Site Day of Coordination - ceremony & reception
- Point of contact for all vendors
- Manage Timeline Details throughout the day/night
- Set up/break down personal or rented items for the ceremony and reception area
- Move ceremony or cocktail decorations into the reception space
- Greet your guests at the ceremony and direct them throughout the night
- Checking in on the couple throughout the night

PARTIAL PLANNING STARTING AT \$1400

Package Details:

- **Up to 10 hours (Inquire about fewer hours, and view other packages for fewer guests)**

Pre-Wedding Services Include:

- Help find the remaining vendors
- Work with vendors on the vision and final execution of the event
- Ceremony & reception layout
- Venue Walkthrough + Layout Plans
- Help with event design and decoration rentals
- A full logistics sheet included rather than a timeline
- Tools for to-do-lists
- Check-ins and updates throughout the planning process
- Briefing of planning & coordination process
- Unlimited Email Responses and Optional Monthly Calendly Meetings (Phone or Zoom)
- Contact all vendors on vendor arrival and departure times/
- Collect vendor insurance if necessary
- Timeline creation / Send timeline to vendors
- Ensure venue rules are being complied

Day of Wedding Services Include:

- On-Site Day of Coordination - ceremony & reception
- Point of contact for all vendors
- Manage Timeline Details throughout the day/night
- Set up/break down personal or rented items for the ceremony and reception area
- Move ceremony or cocktail decorations into the reception space
- Greet your guests at the ceremony and direct them throughout the night
- Checking in on the couple throughout the night

PARTIAL PLANNING AND FULL-SERVICE PLANNING OPTIONS AND DISCOUNTS AVAILABLE FOR UNDER 100 GUESTS

ADDITIONAL OPTIONS:

CEREMONY ONLY PACKAGE

Package Details:

- **1-3 hours of ceremony service**
- **This package does not include reception services**
- **Suggested:** 1.5 hours for set-up, 30 minutes for ceremony, 30 minutes for breakdown
- Guide guests on where to sit and when to take their seat
- Line up the Wedding Party for the processional
- Coordinate with the officiant on the starting details
- Coordinate with the musician on when to begin the music
- Clean up items if necessary after ceremony



For any additional questions, contact me at: sorichardson2020@gmail.com or on my website under the Contact tab.