



Bustle & Ball  
*Weddings* *Events*

# Overview of Packages

## *The Hustle: Week-Of Planning*

Planned everything and just need help with the execution? We've got you covered! This package ensures that you and your family can relax and enjoy not only your big day, but the entire week prior. Think of us like the final piece in the puzzle that holds everything else in place. From calling all your vendors to sending you down the aisle, we will be your point of contact to ensure everything plays out exactly as you've planned!

## *The Bustle: Partial Planning*

Like a bustle added to support the long train of a beautifully designed dress, this package keeps you in place and on track every step of the way, allowing you to carry out your vision with confidence. We'll create an online spread of your to-do lists, vendor options, and logistics to help you keep track of everything you need to know and do in one convenient place. We'll ensure that your planning process is as fun and stress-free as possible by guiding you toward a cohesive design within your budget. And did you think we wouldn't want to see all of our hard work pay off? We will be there, full service, from start to finish on your big day.

## *The Hustle & Bustle: 3-Month Planning*

If you thought you didn't need a wedding planner, but now you're feeling overwhelmed with loose ends and final coordination, "The Hustle & Bustle" package is perfect for you. Like a condensed version of "The Bustle", we will make sure all your ducks are in a row and pick up any pieces you have remaining. After creating an online spread of everything you've put together so far, we'll create a schedule for you to stay on track to the wedding of your dreams. Additionally, you'll get all the services we would include in the "Hustle" package to ensure you can kick back and relax for the rest of the journey!

## *The Bustle & Ball: Full Planning*

Want the perfect wedding without the hassle? As the name suggests, this is the full shebang. Not only do you get everything covered in our other packages, but this option offers unlimited communication with the bride and groom, complete vendor meeting attendance and coordination, event styling and design, and budget creation and management. If you're an out-of-towner, an over-timer, or just don't want the stress of figuring out how to plan a wedding, let us do the work so you can have a ball!

# Package Details

## *The Hustle: Week-Of Planning*

- Unlimited phone and email correspondence the week-of
- Confirm all vendor contracts, arrivals, setup, execution, and breakdown
- Well-organized master timeline of the wedding, including all vendor arrivals and departures, bridal party obligations, transportation schedules, location changes within the venue, and vendor completion times
- Separate individualized timelines for the wedding party, vendors, and family
- Rehearsal coverage: conduct the rehearsal and ensure that everyone knows what needs to be done; distribute any timelines or other pertinent documents that remain; oversee any pre-wedding setup if necessary
- Detailed schematics of seating, furniture layout, and logistical flow
- Wedding day arrival prior to any other vendors to receive them and answer any questions they may have before beginning
- Act as liaison for all guest or vendor concerns throughout the event
- Organize and conduct all set up and tear down per your instructions
- Lay out escort cards or seating chart, programs, menus, table numbers, gift area, and transportation schedule as per your instructions
- Distribute any necessary ceremonial items: toasting glasses, marriage license, rings, Ketubah, vows, Kiddush cup, breaking glass or lightbulb, candles, cake knife, etc.
- Create walking order; lineup/queue wedding party and musicians for processional
- Seating chart with dietary restrictions
- Distribute any remaining final payments and/or tips
- Address any emergency that may arise throughout the event
- Coordinate with DJ/band to oversee the flow of toasts, introductions, cake-cutting, bouquet toss, special dances, or games
- Keep wedding running smoothly and on time!
- Master list of personal items to be setup and returned at the end of the event, with designations for responsible parties if other than Bustle & Ball
- Departure only after all vendor needs have been met, bride & groom are completely happy, and venue is sufficiently clean or in the hands of a cleaning crew

## *The Bustle: Partial Planning*

- Includes everything listed in the "The Hustle" package
- Online planning board creation and administration/maintenance throughout the entire wedding planning process
- Initial in-person meeting to sign contract, review online board procedures, discuss design, vision, and vendor preferences
- Initial venue walkthrough to establish a game plan
- Final venue walkthrough with appropriate vendors within one month of the wedding
- Up to 8 hours of in-person meetings (in addition to all other time allocated in this list; typically used for vendor meetings, seating arrangements, DIY assistance, etc)
- Unlimited correspondence through your online board
- Unlimited vendor suggestions within your budget
- Thorough review of all contracts to ensure remaining payments are made on time and all other deadlines for submitting materials are met
- Follow up calls to all vendors once finalized, to ensure your theme and color scheme are cohesive and that the event reflects your vision as a whole
- Overall timeline with to-do lists and due-dates, entered for you in an iCal compatible synced digital calendar system
- Guidance with the wording and content of your invitations and wedding programs
- Rehearsal event suggestions within your budget
- Transportation coordination and scheduling
- Assistance with assemblage and distribution of any out-of-town bags or bridal gifts

## *The Hustle & Bustle: 3-Month Planning*

- Includes all applicable items listed in the "The Bustle" package, condensed into a 3-month period prior to the wedding (also includes everything listed in "The Hustle")
- Customized to meet the needs you have remaining
- RSVP management and follow-up assistance

## *The Bustle & Ball: Full Planning*

- Includes everything listed in our other packages
- Customized services and pricing per event to meet your needs for full orchestration

*Specific services typically include the following:*

- Full event concept and design, created with your collaboration on color pallet, design aesthetic, theme, location, and your other unique preferences
- Personalized vendor recommendations that fit your vision and budget, including quotes, negotiations, and contracts
- Unlimited meetings and communication with the engaged couple
- Regular logs posted throughout the process to keep you informed of everything we're doing, and any decisions you might need to make
- Act as full vendor liaison to eliminate your need for constant emails and calls (includes unlimited vendor meeting attendance and vendor communication)
- Individualized budget worksheet and management to keep your spending on track
- Wedding website creation based on your direction and content
- Assist with picking out stationary, invitations, and all other paper products, or create a custom design based on your vision
- RSVP tracking, management, and follow-up
- Schedule hair and makeup trials and any necessary alteration appointments
- Assist with sourcing wedding accessories like shoes, jewelry, or ceremonial items
- Obtain guest hotel information and negotiate rates and blocks
- Provide out-of-town guests with lists of things to see and do while not at your event
- Act as emergency contact for guests who may have last minute questions or needs
- Full rehearsal planning, attendance, and management

Pricing is customized per event, beginning at \$2,000

*Please call to schedule a free consultation*