



“Complete” Wedding Coordination

Simply Events offers fresh, creative ideas that will make your wedding a memorable and beautiful experience. I will work with you from inception to completion, making sure your wedding expresses your unique style and personality and is planned to perfection.

Understanding Your Vision

We will meet in person for an initial “get-to-know-you” consultation, which will allow me to gain insight into your wedding vision. We will review the wedding “checklist” which includes the typical elements of a wedding. Together we will decide who will be responsible for which items.

Managing the Details

Over the next months to a year we will begin putting into place the pieces of your dream wedding. These are some of the key details Simply Events will coordinate according to your wishes:

- Timeline & Logistics
- Budget
- Site Selection & Coordination
- Wedding Attire
- Invitations
- Guest List
- Rehearsal Dinner
- Venue Layout
- Beauty
- Photography / Video
- Ceremony / Reception
- Music
- Rentals / Vendors
- Food / Catering / Cake
- Beverages
- Transportation
- Accommodations
- Gifts
- Flowers & Decorations
- Communications
- And More!

Rehearsal

Simply Events will provide onsite coordination of the wedding rehearsal including:

- Coordinate with wedding officiant, wedding party & family
- Provide timing and flow of rehearsal
- Ensure you and your wedding party are comfortable with the ceremony logistics

Wedding Day

Coordination of wedding according to established plan including:

- Onsite from set-up to tear-down to ensure smooth and seamless operations
- Act as point person for all communications and logistics and troubleshooting
- Oversee catering, rentals and vendors – on-time and designed as expected
- Assist with ceremony and wedding party processional
- Ensure timeline and special arrangements are met (photos, food service, dancing, cake)
- Quiet, calm and respectful, behind-the-scenes assistance to bridal party and family

Simply Events’ Approach

Your feedback and input is critical to helping Simply Events act on your behalf effectively. That’s why I will remain in contact with you via email, phone and in-person meetings. You will be updated on progress and any logistics I’ve agreed to undertake in addition to seeking your confirmation before making any significant arrangements.

Determining Your Cost

Your first question is sure to be... “What is this going to cost me?” The fee is based on the estimated time it will take to coordinate the items we agree I will undertake, minus a 15% package discount. Prices typically range from \$500 to \$5000, depending on our level of support.



Simply Events

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