

PLANNING PACKAGES



Philadelphia, PA | 856.912.9309

Amanda Sands

EVENT
PLANNING
SERVICES



A PLANNING PACKAGE

tailored to your needs.

Leaning into what makes us individuals, we strive to plan events that celebrate the identity of our clients.



Amanda worked with KMT Event Group prior to starting her own business, for client reviews please search KMT Event Group on Wedding Wire & The Knot.

Packages

2021-2022

FULL PLANNING

Full planning is best suited for our clients that 'just want to enjoy the day.' We'll organize and present options from venues to napkin folds, you'll make the decisions. We're with you through the whole process including unlimited professional advice and management of each and every wedding detail.

We begin by providing you with 5 wedding location options based on your vision & budget. We then accompany you to each site visit, create a custom planning timeline, meet to discuss all your wedding ideas, orchestrate the complete creative vision including wedding design, hiring & management of all wedding vendors, creation of timelines and layouts, negotiation of contracts, management of the budget, and overall direction of the planning process. Best to hop on a call to discuss this one- it covers a ton!

Includes 10 Hours Day-Of *investment starting at \$10,000*

Taking over the planning process - **12 Months Prior**

- A Master plan that maps out all wedding related details, from budget and ceremony music to favors and securing catering staff
- Selection/Suggestion of Vendors
- Assist with wedding website production
- Coordinate catering selection, gather proposals, coordinate tastings, and assist with details
- Four in-person meetings- 12 Months, 8 Months, 4 Months and 6 Weeks
- Consult on cake design, flavors, and dessert selections
- Assist with guest accommodations
- Coordinate Rehearsal Dinner
- Assist with honeymoon travel plans
- Includes all partial planning amenities
- *Up to 200 planning hours included, additional planning hours \$80 each

Payment plan options available

Packages

2021-2022

PARTIAL PLANNING

This one's for the client who has a vision, but is totally lost on how to get there. This client has flexibility with their schedule and would like assistance with design, planning, logistical details and hey, they really want a professional's advice on their dream day.

Includes **10 Hours Day-Of** investment starting at 6,500

Taking over the planning process - 6 Months Prior

- Organize what has already been done, create a plan moving forward
- Take over vendor relations for remainder of planning duration
- Three in-person meetings- 7 months, 4 months & 6 weeks prior
- Assist in event design by consulting on color selections, linens, lighting, floral design, signage and accents
- Produce curated design story board based on theme, style, color palette & price range.
- Wedding design style session (4 months prior)
 - We'll curate a mini version of your day! It's so much fun!
- Assist with wedding stationary including invitations (wording, proof reading & tracking RSVPs)
- Consult on wedding menu, dessert & favor selections
- Create custom floor plans, & seating charts
- Produce custom vendor details packets, create and distribute day-of & production timelines
- Coordinate all vendor pick up/ drop off (*ask for samples, we've got em!*)
- Manage the wedding day- includes lead planner and assistant on site for the day
- Includes rehearsal & all month-of coordination services
- Up to 160 planning hours included, additional planning hours \$80 each Payment plan options available
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Payment plan options available

Packages

2021-2022

MONTH OF COORDINATION

So you've finished all of the Planning, but need a professional to bring it all together. This client loves design but hates logistics- you've dreamed it so we'll do it!

Includes 8 Hours Day-Of investment starting at \$3,000

Taking over the planning process - 6 Weeks Prior

- Organizing the planning you have done to date and takeover the remainder of the process
- Manage final printing and procurement of wedding items
- Call Guests who have not RSVP'd to confirm attendance
- Create seating charts & floor plans as needed
- Manage transportation logistics
- Submit final meal selections to caterer on client's behalf
- Produce and disseminate wedding details vendor packets to include all pertinent day-of details for photographers and entertainment
- Produce and disseminate wedding final details packet that include all pertinent day-of details
Confirm and coordinate details and logistics with vendors, ceremony speakers and other service providers
- Manage & coordinate final drop off meetings
- Arrange and attend all final vendor meetings
- Arrange breakfast & lunch for day-of
- Guidance with wedding weekend activities including rehearsal dinner locations
- Assemble and drop-off hotel welcome totes (*Procurement additional fee)
- Includes all Day-of Coordination services

Up to 50 coordinating hours included, additional coordinating hours billed at \$80

Packages

LOFT ON PASSYUNK COORDINATION PACKAGE ----- \$2,200

Includes 8 Hours Day-Of

Taking over the planning process - 3 weeks before the date with 2 logistics meetings during planning process

6 Months & 3 Months Out - 2 in-person/zoom meetings- At these meetings, we'll assess where you are in the planning process, review what has been done and I'll provide insight, advice and next steps. I'll run down my planning timeline and ensure we're on track. You can bring any questions/concerns to these meetings.

3 Weeks Out - We will take over the final logistics, right when the "oh my god it's three weeks away" sinks in. This really includes crossing every T and dotting every I. We'll compile all of the information you've received from all of your vendors, run through your wedding with a fine tooth comb and distribute the materials we create (wedding packet and timeline) to all of your vendors. We set up a meeting with each to review the timeline and packet.

- *Coordinate all vendor logistics*
- *Manage transportation logistics*
- *Manage & coordinate final drop off meetings*
- *Client file complete with planning tips and organization for all wedding details*
- *Produce a wedding final details packet to include all pertinent day-of details*
- *Create & Distribute Timeline*
- *Attend and Direct wedding rehearsal*
- *Attend sound check with band/DJ and review formalities and song selections*
- *Guide the bridal party through processional and recessional*
- *Review details both big (final head count for caterer, number of place settings) and small (placement of favors, menus, napkin folds, etc).*
- *Cue all wedding professionals.*
- *Supervise vendors, setup, deliveries; handle emergencies; serve as liaison for client.*
- *Keep event moving according to timeline*
- *Prepare and handle final payments and gratuities to vendors*
- *End of Night Logistics (where things are going, who's taking them, etc)*

