



# KATE WHELAN

*events*

## BESPOKE EVENT CONSULTING CATALOG

### THE ESSENTIAL COLLECTION

This is the perfect service for those clients who have done most of the planning themselves and needs someone to manage the last month(s).

#### PRE-WEDDING SERVICES

- Unlimited email and phone calls for the entire month prior to the wedding date
- Online Planning Tools .
- Preferred Vendor List
- Access to Complimentary and Exclusive Rental Items
- Guest List Master Template
- Music Playlist Template
- Photo Checklist Template
- Complete Wedding Day Timeline
- Final Walk-through Meeting
- Wedding Party Packet
- Vendor Confirmations
- Rehearsal Management

#### DAY OF WEDDING SERVICES

- Senior Event Consultant (for up to 8 hours)
- Assistant Event Consultant (for up to 8 hours and 150 guests)
- Bride and Groom Emergency Kits.

### A LA CARTE SERVICES

Clients may create their own collection of services that best fits their needs and budget, from the following:

- Additional Months of Email, Phone and Web Consulting

#### BUDGET SERVICES

- Basic Budget Template
- Initial Budget Meeting
- Initial Budget Meeting with Budget Management

#### DESIGN SERVICES

- Design and Decor Meeting
- DIY Project Design
- Floor Plan Consulting and Design
- Initial Site Tour
- Rental Management
- Additional Design Meetings

#### VENDOR REFERRALS

- Vendor Recommendations
- Venue Referrals
- Venue Research, Consulting and Recommendations

### A LA CARTE SERVICES CONTINUED...

#### VENDOR CONSULTING SERVICES

- Catering Consulting
- Ceremony Development
- Transportation Consulting

#### GUEST LIST SERVICES

- Room Block Management
- RSVP Management
- Guest List Management
- Place Card Assembly
- Bespoke Out-of-Town Gift Bags
- Deliver of Out-of-Town Gift Bags

#### EVENT MANAGEMENT SERVICES

- Decoration of Wedding Night Suite
- Inclement Weather Plan
- Additional Events: Engagement Party, Bridal Shower, Bachelor Party, Bachelorette Party, Welcome Event/Activity, Rehearsal Dinner, Day After Brunch, etc.

#### WEBSITE SERVICES

- Setup of Template Wedding Website
- Setup of Custom Wedding Website Domain
- Custom Wedding Website

#### STAFFING

- Additional Event Consultant(s)  
1 per every 75 guests, over 150 guests, required.

### THE FULL PLANNING COLLECTION

This is the ultimate service for the busy couple who wants to enjoy the planning process and who anticipates the many overwhelming, stressful details involved in planning a wedding and wants the luxury of having someone else manage the details.

#### FULL PLANNING COLLECTION SERVICES:

The Essential Collection plus:

- Unlimited Email, Phone and Web Consulting for Clients and Vendors, Unlimited Vendor Referrals, Unlimited Meetings
- Initial Budget Meeting with Budget Management
- Design and Decor Meeting (with Decor Folio)
- Floorplan Consulting and Design
- RSVP Management
- Seating Chart Consulting
- Place Card Assembly
- Catering Menu Selection, Tasting and Negotiations
- Ceremony Development Meeting
- Transportation Management
- Accommodations and Room Block Management