



## *Ruby Package*

Our “Ruby” Package is suitable for the Bridal couple who would like to plan their own wedding and would like some professional advice. During the Initial Consultation, (up to 2 hours - \$200), we will discuss your overall vision for your wedding day and create a checklist of everything that needs to be taken care of. After the initial consultation you may schedule more consultations based on an hourly rate of \$75.

“Ruby” Package is all about giving you our expertise and our professional advice. You can come to us with any questions or concerns you may have while planning your wedding. This package is also for the couple who has just a few questions for a planner or would like some details reviewed and finalized.

The Initial Consultation includes the discussion of all important elements of your wedding, and going over a checklist to ensure you have not overlooked any details.

Contact us at [suzartdecor@rogers.com](mailto:suzartdecor@rogers.com) or 289-553-2383 for full pricing.

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\* ‘A la Carte’ service is available for your convenience and can be added to the planning package at an additional cost.

*- So Kick Back Relax While We Carry Your Load!*



## *Sapphire Package*

Our “Sapphire” Package is suitable for the Bridal couple who would like to plan their own wedding but does not want to worry about all the little details on their wedding day, and is looking to hire us for day-of coordination and make the flow of events go smoothly. (Although we are hired to coordinate your Wedding Day, our work starts 2 weeks prior to ensure a worry-free day with flawless execution.)

The Initial Consultation includes the discussion of all important elements of your wedding, and going over a checklist to ensure you have not overlooked any details.

### *This Package Includes:*

- An Initial Consultation (fee of which will be waived upon booking with us)
- Unlimited Email and Phone Calls
- Creation and Execution of the Wedding Itinerary/Timeline for Vendors, Ceremony and Reception
- Assisting the Bridal Party/Emcee with speeches, should anyone require help
- Direct the Ceremony Rehearsal
- Coordination of vendors (set-up, tear-down, completion of contract, final payment distribution, etc)
- Setting up Place-Cards, Programs, Guest Book / Pen, Money Box, etc.
- Directing and Assisting Guests from Cocktail hour to their seats
- Ensuring all plans and personal details of the Wedding day are flawlessly executed
- Ensuring all personal belongings and gifts for the bride and groom are secured
- Taking care of any conflicts or changes, should they take place throughout the event
- Arranging for end-of-night taxi service for guests and bridal party
- Completing any final details in order to make your day successful
- The team will be present at your wedding from the start to finish
- The team will be fully equipped with bridal emergency kits

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## *Emerald Package*

Our “Emerald” Package is suitable for the Bridal couple who has booked their Venue, Ceremony Location and any other main factors for the wedding but need help bringing your vision together. We are here to help you plan all the little and intricate details of your wedding to make your day as unique and as special as possible. Our “Emerald” Package will include all the services listed in our “Sapphire” Package and more.

The Initial Consultation includes the discussion of all important elements of your wedding, and going over a checklist to ensure you have not overlooked any details.

### *This Package Includes:*

- An Initial Consultation (fee of which will be waved upon booking with us)
- Unlimited Email and Phone Calls
- Creating and Execution the Wedding Itinerary/Timeline for Vendors, Ceremony and Reception
- Assisting the Bridal Party/Emcee with speeches, should anyone require help
- Direct the Ceremony Rehearsal
- Coordination of vendors (set-up, tear-down, completion of contract, final payment distribution, etc)
- Setting up Place-Cards, Programs, Guest Book / Pen, Money Box, etc.
- Directing and Assisting Guests from Cocktail hour to their seats
- Ensuring all plans and personal details of the Wedding day are flawlessly executed
- Ensuring all personal belongings and gifts for the bride and groom are secured
- Taking care of any conflicts or changes, should they take place throughout the event
- Arranging for end-of-night taxi service for guests and bridal party
- Completing any final details in order to make your day successful
- The team will be present at your wedding from the start to finish
- The team will be fully equipped with bridal emergency kits
- Sourcing Trades / Vendors that may have been overlooked in your planning process
- Attendance at Vendors Appointment and Revision / Negotiation of existing Contracts
- Coordinating logistics
- Developing Floor Plans of Ceremony and Venue
- Developing Back up Plans
- Providing Creative Options (Theme Design, Colour Selections, etc.)
- Offering creative ideas for Entertainment, Special Surprises & any other elements to personalize your day
- Planning Specialties or Cultural Traditions.

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## *Diamond Package*

Our “Diamond” Package is a Full Service Package that is created for those Bridal couples who want to leave the Wedding Planning in our trusted hands. As soon as you decide to book the “Diamond” Package, we will start planning your wedding. We will help you decide between vendors, choose your Venue and Ceremony locations and go through every single wedding day detail.

The Initial Consultation includes the discussion of all important elements of your wedding, and going over a checklist to ensure you have not overlooked any details.

### *This Package Includes:*

- Contents of all our packages
- Unlimited Email and Phone Consultations
- Be a point of contact and the “go-to” person for all family and bridal party members throughout the planning process
- Unlimited progress meetings for Bridal Couple
- Creating and Tracking Budget and manage any changes
- Assistance with Colour Palettes and Bridal Party Attire and Manage Necessary Purchases and Fitting
- Coordinate Save-the-Date / Invitations / Menus / Seating Cards / Thank You Cards, etc
- Assemble and Mail Save-the-Dates / Wedding Invitations / Shower and Rehearsal Dinner Invitations
- Manage RSVP Guest List and call late confirming guests
- Attend all Vendor Meetings and Negotiate contracts / Create Payment Schedules
- Coordinate Schedules / Time of Arrival, Ensuring Fulfillment of Contracts and Distributing Final Payments for all Vendors.
- Attending Taste Tests / Assisting with Bar / Menu Selection, Catering and Cake Design
- Providing Help with Gift Selection for Bridal Party and Parents
- Scheduling Rooms, Flight Arrangements and Guest Accommodations
- Bridal Shower / Luncheon / Bachelor / Bachelorette Parties Design and Assistance
- Pre Wedding / Post Wedding Get Together, Rehearsal Dinners, Engagement Parties, etc.
- Transportation Services for Bridal Party (Limos, Rolls Royce, Party Buses, Vintage Cars, Horse & Carriage etc.)
- Creating and Delivering Itineraries / Timelines to the Bridal Party
- Coordinate Transportation of items from the Ceremony site to the Reception
- Secure Gifts and Personal Items for the Bridal Couple
- Return all Rental Items / Tuxes / Linens / Chair Covers, etc.
- Honeymoon / Travel Arrangements

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\* ‘A la Carte’ service is available for your convenience and can be added to the planning package at an additional cost.



### *'A La Carte' Services*

Our 'A La Carte' List is available for those Bridal Couples who wish to add services to their packages. Each service is based on an hourly rate or a flat fee. If anything you require is not listed, please let us know and we will customize your request!

#### *'A La Carte' Services:*

- Planning / Tracking Budget
- Venue / Ceremony / Themed Décor (Centerpieces, Bombonières, Head Table Décor, etc.)
- Floral Arrangements (Bridal Party Bouquets/Boutonnieres, Corsages, etc.)
- Rentals (Chair Covers, Table Linens, Back Drop, etc.)
- Custom Money Boxes, Guest Book / Pen, Unity Candles / Sand Ceremony Items, etc.
- Transportation Services (Limos, Rolls Royce, Party Buses, Vintage Cars, Horse & Carriage etc.)
- Dove or Butterfly Release services
- Hair / Make-Up / Spa Services / Day-of In-home Spa, etc.
- Wedding Cakes, Cup Cakes, Dessert / Fruit Tables, Catering, etc.
- Assisting with Bridal Registry
- Stationary (Invitations, Save the Date, Bombonière Tags, Seating Cards, Programs, etc.)
- Honeymoon / Travel Arrangements
- Out of Town Guests / Bathroom / Bridal Suite Gift Baskets
- Child Care / Child Reception Activities
- Guest List / R.S.V.P Management and Call Service
- Bridal Shower / Luncheon / Bachelor / Bachelorette Parties Design and Assistance
- Pre Wedding / Post Wedding Get Together, Rehearsal Dinners, Engagement Parties, etc.
- Clean-Up Crews

\* If booking several 'A La Carte' services along with your wedding package, price can be adjusted to a flat rate.

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