



## Rattan Events Wedding Services

Services	Day of	Month of		
	Coordination (DOC)	Coordination (MOC)	Partial Planning	Full Planning
Coordination Management Wedding Day	10 Hours	10 Hours	12 Hours	12 Hours
Basic Communication: Phone, Email	Unlimited	Unlimited	Unlimited	Unlimited
Planning Meetings: In Person, Video, Facetime, Phone, etc..	2	3	5	Unlimited
Monthly Check In Emails	X	X	X	X
Venue Walkthrough		1	Unlimited	Unlimited
Vendor Selection Assistance (Curated Research + Contract Negotiat	0	0	2	Unlimited
Vendor Meeting Attendance (Clients Choice Subject to Planner Availa	0	0	2	Unlimited
Vendor Management (Unique Vendor Timeline, Communication, Contr	X	X	X	X
Additional Coordinator(s) As Needed* Required For Over 100 Guests	X	X	X	X
Access To Preferred/Partner Vendor List With Exclusive Discounts			X	X
Access To Stocked Wedding Emergency Kit	X	X	X	X
<b>Day Of</b>				
Set Up & Clean Up Management	X	X	X	X
Timeline Management	X	X	X	X
Event Coordination From Ceremony Through Reception	X	X	X	X
Vendor Timeline Management & Main Point of Contact	X	X	X	X
Final Payment & Gratuities Distribution	X	X	X	X
Load Out Coordination & Assistance	X	X	X	X
<b>Week of</b>				
1 Hour Rehearsal Coordination & Management	X	X	X	X
Final Vendor Timeline Confirmations (Arrivals/Departures etc.)	X	X	X	X
Final Check In Meeting W/ Couple	X	X	X	X
<b>1 Month Pre Wedding</b>				
1 Month Details Planning Meeting	X	X	X	X
Custom Timeline Finalizations	X	X	X	X
Processional / Recessional Coordination Sheet		X	X	X
Custom Photo List For Photographer			X	X
<b>2 Months Pre Wedding</b>				
Assistance W/ Programs for Ceremony + Reception			X	X
2 Month Planning Power Meeting		X	X	X
<b>6+ Months Pre Wedding</b>				
Event Design/Concept Assistance (themes, colors, etc..)			X	X
Customized Wedding Planning Checklist			X	X
Unlimited Contact with Lead Planner Through "I do".			Phone/Email	X
Custom Detailed Floor Plan			X	X
Seating Arrangement Assistance			X	X
Access To Planning Portal			X	X
Budget Management				X
Guided Venue Tours				X
Vendor Appointment Scheduling & Planner Included Meetings With Vendors				X
Average Investment**	\$1,300	\$1,600	\$2,250	\$3,500
* Prices can vary due to guest attendance and scale of wedding (multi-day events vs, single day, etc..)				