



Office: 866-920-8693

[www.lexusevents.biz](http://www.lexusevents.biz) [info@lexusevents.biz](mailto:info@lexusevents.biz)

### **A Slight Touch**

Fees begin at \$1100

- Meeting with the Bride and Groom at least once to review their wedding details
- Always available via email and phone
- Create the wedding day timeline to distribute to all the wedding party and the others involved.
- Confirm vendor details and go over wedding contracts.
- Coordinate and attend wedding rehearsal
- Coordinate the wedding day and reception from set up to break down and provide the bridal emergency kit

### **Designer Touch**

Package starts at \$2,000

- Four Two-Hour Consultations
- Unlimited Contact Via Phone and E-Mail
- Budget Development and Analysis
- Wedding Planning Checklist and Schedule
- Engagement Announcement and Party Arrangements
- Assist with Bridal Shower Arrangements
- Event Design, Theme, and Décor Concept Development
- Etiquette Advisement
- Assemble Invitations
- RSVP Tracking
- Ceremony and Reception Location / Site Referral
- Arrange Location / Site Tours
- Accompanied Ceremony and Reception Location / Site Search
- Itinerary, Timeline Development and Distribution to Vendors
- Wedding Day Attire Recommendations
- Assistance with Invitations, Stationary and Wedding Favor Selection
- Unlimited Vendor Referrals
- Arrange Vendor Appointments
- Assistance with Vendor Selection and Negotiations
- Review of Location / Site and Vendor Contracts
- Contract and Pricing Negotiation
- Final Vendor Confirmations and Direction

• Accompaniment to Menu Tasting, Menu Selection Appointment

- Accompaniment to Final Detailing Appointment at the Selected Site
- Assistance with Rehearsal Dinner location and arrangements
- Rehearsal Coordination and Instruction, maximum 1.5 hours
- Collection of items at rehearsal to be brought and set up on Wedding Day, such as: Candles, Photographs, Guest Book, Wedding Favors, Toasting Glasses, Cake Serving Set, Programs, Assigned Seating Place Cards, Table Numbers, etc.
- Wedding Day Emergency Kit
- Day of the Wedding Coordination, Arriving 2 Hours before scheduled event time
- Unlimited Wedding Day Coverage
- Hotel Accommodations and Transportation for out of town guests

### **Queens Touch**

Fees begin at \$3000

- Four Two-Hour Consultations
- Unlimited Contact Via Phone and E-Mail
- Budget Development and Analysis
- Wedding Planning Checklist and Schedule Engagement
- Announcement and Engagement Party Arrangements
- Assist with Bridal Shower Arrangements
- Event Design, Theme, and Décor Concept Development
- Etiquette Advisement
- Assemble Invitations
- RSVP Tracking
- Ceremony and Reception Location / Site Referral
- Arrange Location / Site Tours
- Accompanied Ceremony and Reception Location / Site Search
- Itinerary, Timeline Development and Distribution to Vendors
- Wedding Day Attire Recommendations
- Assistance with Invitations, Stationary and Wedding Favor Selection
- Unlimited Vendor Referrals
- Arrange Vendor Appointments



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- Assistance with Vendor Selection and Negotiations
- Review of Location / Site and Vendor Contracts
- Contract and Pricing Negotiation
- Final Vendor Confirmations and Direction
- Accompaniment to Menu Tasting, Menu Selection Appointment
- Accompaniment to Final Detailing Appointment at the Selected Site
- Assistance with Rehearsal Dinner location and arrangements
- Rehearsal Coordination and Instruction, maximum 1.5 hours
- Collection of items at rehearsal to be brought and set up on Wedding Day, such as: Candles, Photographs, Guest Book, Wedding Favors, Toasting Glasses, Cake Serving Set, Programs, Assigned Seating Place Cards, Table Numbers, etc.
- Wedding Day Emergency Kit
- Day of the Wedding Coordination, Arriving 2 Hours before scheduled event time
- Unlimited Wedding Day Coverage
- Hotel Accommodations and Transportation for out of town guests

\* If there are more than 150 guests at the wedding or if the wedding and reception are at two different locations, a wedding assistant will be required. There will be an additional charge of \$150.00

Ala Cart services are also available. Ask us for a quote.