

DIXIE EVENTS

Services

DIXIEEVENT.COM

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WEDDING COORDINATION

Be a guest at your own Wedding! That's the idea for the couple who 'Planned it all' but would like a professional to come in to direct the big day. At a budget-friendly price, a wedding coordinator organizes the details, vendors, and itinerary on your wedding day. All concerns are placed on the shoulders of the 'Day of Coordinator'. The couple may still handle all of the planning but doesn't need to get caught up in the small details and will enjoy their Wedding day feeling like a guest and not a project manager. We offer three main options in Coordination Services and they have three price points to work with every couple. At Dixie Events, we pride ourselves on creating a service to match every budget.

WE'LL START WITH THE END IN MIND

To create a solid foundation, we'll start with a deep dive into your design. Then we'll define and construct a budget with reasonable parameters to achieve that vision.

Along the way, I'll share communication tools, industry terminology and planning techniques to allow you to navigate the world of weddings. And I'll encourage and facilitate conversations with all of the important family members to ensure everyone feels heard.

WE'LL CREATE A CLEAR PICTURE

We'll take those secret Pinterest boards you created months ago and go through each image one-by-one to understand what you like about each one. We'll dig deep into each element to get all those scattered ideas going in the same direction.

Then, we'll meet with and select vendors that are the perfect fit to bring your vision to life.

AND THEN WE'LL GO FROM THERE...

WEDDING COORDINATION AND MANAGEMENT - \$3800

MOST POPULAR

Below is an overview of the Services prior to your wedding day beginning at Contract date:

- *Minimum, but not limited to, ten face-to-face meetings with client/vendors, to go over wedding details (i.e. design & décor, vendor duties, time-line of activities, vendor negotiations, etc.)*
- *Planning checklist*
- *Assist with creating and the printing of the stationery, (i.e. "Save the Date" notes, invitations, "Welcome Letters", programs, menus and the like)*
- *RSVP Tracking*
- *25% discount on Stationery including invitations, programs, menus and the like*
- *Assist with coordinating and contracting transportation for you and your guests*
- *Create a comprehensive event time schedule for vendors and wedding party*
- *Provide professional vendor referrals*
- *Access to consultant for related questions (via phone or email Monday- Thursday 10-6)*
- *Create a personal wedding checklist, so that nothing gets over whelming and every detail is accounted for*
- *Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)*
- *Distribute a short version of the timing of events to your wedding party*
- *Confirm contracts and timing of events with all vendors*
- *Production of detailed wedding Day itinerary*
- *Direction of the rehearsal*
- *Detailed wedding Timeline will be emailed to all vendors and wedding party one week prior to wedding*
- *Coordinate & Attend Rehearsal (2 hours)*
- *Collect all personal wedding day items*

Services on your wedding day: 15 hours

- *Coordination of the day through the end of the reception & maintain timeline for all events*
- *Distribute wedding party flowers*
- *Oversee all vendor commitments and make sure they are fulfilled to your standards*
- *Line up and cue wedding party and vendors at ceremony time*
- *Ensure marriage certificate is signed by officiant*
- *Manage the timing of your events with family, wedding party and guests*
- *Provide additional wedding coordinator assistants if needed*
- *Allocate the gratuities to vendors*
- *Use of Emergency Kit*
- *Be your eyes and ears throughout the day so you can relax and enjoy the loving memories*

We will recommend as well as interact with vendors, caterer and act as a liaison between the Couple and aforementioned. We give personalized attention to ensure that every aspect of the wedding is fine-tuned, stress free and enjoyable for all. We assist you in pulling

together an itinerary, confirming vendor commitments and double-checking the details, decisions, and services that you have already contracted. Dixie Events will be working with the information you give to formulate a master plan for the entire day, so that you can rest assured that the details are in. Because these services are not as extensive as a Wedding Planning, which covers all management, Wedding Coordination is a very budget friendly way to attain peace of mind on your wedding day. We give personalized attention, recommending as well as interacting with vendors/caterer and act as a liaison between the Bride, Groom and aforementioned to ensure that every aspect of the wedding is fine-tuned, stress free and enjoyable for all.

Step 1: First consultations discussing all vendors and expectations

Step 2: Finalizing vendors and Itinerary

Step 3: Rehearsal Coordination

Step 4: Wedding Day Coordination

MONTH OF WEDDING COORDINATION - \$2295

Below is an overview of the services 6 weeks prior to your wedding day:

- *Two face-to-face meetings with client, to go over wedding details (i.e. design & décor, vendor duties, time-line of activities, vendor negotiations, etc.)*
- *Unlimited contact via email & text Monday-Thursday 10-6*
- *Assist with coordinating and contracting transportation for you and your guests*
- *Create a comprehensive event time schedule for vendors and wedding party*
- *Provide professional vendor referrals*
- *Access to consultant for related questions (via phone or email)*
- *Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)*
- *Distribute a short version of the timing of events to your wedding party*
- *Confirm contracts and timing of events with all vendors*
- *Detailed Timeline emailed to wedding party & vendors 1 week prior to wedding*
- *Direction of the rehearsal on site 2 hours*
- *Collect all personal wedding day items*

Services on your wedding day:

- *Coordination of wedding party & vendors the day through the end of the reception*
- *Oversee all vendor commitments and make sure they are fulfilled to your standards*
- *Manage the timing of your events with family, wedding party and guests*
- *Provide additional wedding coordinator assistants if needed at cost of \$100.00 per assistant*
- *Distribute wedding party flowers*
- *Lineup and cue wedding party & vendors for ceremony*
- *Ensure marriage certificate is signed by officiant*
- *Allocate the gratuities to vendors*
- *Use of Emergency Kit*

- *Be your eyes and ears throughout the day so you can relax and enjoy the loving memories*

We assist you in pulling together an itinerary, confirming vendor commitments and double-checking the details, decisions, and services that you have already contracted. Dixie Events will be working with the information you give to formulate a master plan for the entire day, so that you can rest assured that the details are in. Because these services are not as extensive as a coordination package that covers all the planning from beginning to end, Day Of is a very budget friendly way to attain peace of mind on your wedding day. We give personalized attention, recommending as well as interacting with vendors/caterer and act as a liaison between the Couple and aforementioned to ensure that every aspect of the wedding is fine-tuned, stress free and enjoyable for all.

Step 1: First consultations discussing all vendors and expectations

Step 2: Finalizing vendors and Itinerary

Step 3: Rehearsal Coordination

Step 4: Wedding Day Coordination

FULL WEDDING COORDINATION AND MANAGEMENT - \$5500

Below is an overview of the services prior to your wedding day beginning at Contract date:

- *Minimum, but not limited to, three face-to-face meetings, to go over wedding details (i.e. design & décor, vendor duties, time-line of activities, vendor negotiations, etc.)*
- *Assist with creating and the printing of the stationery, (i.e. "Save the Date" notes, invitations, "Welcome Letters", programs, menus and the like)*
- *25% discount on Stationery including invitations, programs, menus and the like*
- *Assist with coordinating and contracting transportation for you and your guests*
- *Create a comprehensive event time schedule for vendors and wedding party*
- *Provide professional vendor referrals*
- *Access to consultant for related questions (via phone or email)*
- *Detailed time line available at all times*
- *Create a personal wedding checklist, so that nothing gets over whelming and every detail is accounted for*
- *Unlimited recommendations and or suggestions (i.e. creative ideas, budgeting, etiquette, and the like)*

Services one month prior:

- *Distribute a short version of the timing of events to your wedding party*
- *Attend all confirmation and final appointments with Wedding vendors*
- *Transport of all deliverables to ceremony and reception site*
- *Confirm contracts and timing of events with all vendors*
- *Direction of the rehearsal*

Services on your wedding day:

- *Coordination of hair design and makeup application through the end of the reception*
- *Oversee all vendor commitments and make sure they are fulfilled to your standards*
- *Manage the timing of your events with family, wedding party and guests*
- *Provide a wedding coordinator assistants*
- *Allocate the gratuities to vendors*
- *Use of Emergency Kit*
- *Be your eyes and ears throughout the day so you can relax and enjoy the loving memories*

We will recommend as well as interact with vendors, caterer and act as a liaison between the Couple and aforementioned. We give personalized attention to ensure that every aspect of the wedding is fine-tuned, stress free and enjoyable for all. We assist you in pulling together an itinerary, confirming vendor commitments and double-checking the details, decisions, and services that you have already contracted. Dixie Events will be working with the information you give to formulate a master plan for the entire day, so that you can rest assured that the details are in. Because these services are not as extensive as a Wedding Planning, Wedding Coordination is a very budget friendly way to attain peace of mind on your wedding day. We give personalized attention to ensure that every aspect of the wedding is fine-tuned, stress free and enjoyable for all.

Step 1: First consultations discussing all vendors and expectations

Step 2: Finalizing vendors and Itinerary

Step 3: Rehearsal Coordination

Step 4: Wedding Day Coordination

Bridal Parlay (Morning of the Wedding assistance) - \$800 8 hours

For Couples who cannot afford a more formal service, the Parlay is a small investment that covers the morning of the big day! From hair and makeup through the beginning of the Ceremony. The beginning of the day can be very busy.

- *One consult 3 to 2 weeks prior to Wedding/Event*
- *Coverage from beginning of the day through the beginning of the Ceremony*
- *Assistance with dressing*
- *25% discount on Stationery including invitations, programs, menus and the like*

A la Carte Bundles

Looking for something specific and custom? Just call or email us . . . as we would be honored to play a role in the success of your special event! Here are some of our most popular services that may inspire you!

Consulting

A wedding consultant works in partnership with the couple and guides them through the process of wedding decisions. Couples working with a consultant are very much in control of their wedding plans but can rest assured that they have professional guidance and assistance when needed. This allows the couple to enjoy the wedding planning process, making it as fun and stress-free as possible but still planning themselves. A nice aspect is that they can purchase a consulting package that is as small or large as they like. This is the least expensive approach to working with a planner. All consulting packages come with a 25% discount on Stationery including invitations, programs, menus and the like.

Below is a discounted rate for consults that will last up to 2 hours:

- *One 2 hour consult - \$150*
- *One to Three additional 2 hour consults - \$125 each*
- *Four to Five additional 2 hour consults - \$110 each*
- *Six or more additional 2 hour consults - \$100 each*

Prices in totals:

- *One 2 hour consult - \$150*
- *Two 2 hour consults - \$275*
- *Three 2 hour consults - \$400*
- *Four 2 hour consults - \$525*
- *Five 2 hour consults - \$590*
- *Six 2 hour consults - \$700*
- *Seven 2 hour consults - \$750*

Event Design (custom pricing) from \$400

Our Event Design team is led by President of Dixie Events, Dixie Bagley who is a Senior Certified Wedding Planner, and Award winner. Event Design is the service you want for exciting, fresh and surprising aesthetics. Most couples are unsure of the difference between a Planner and Designer. The Designer generally works with the visuals, whereas the Planner works with the logistics and project management. Our Design team will work with you to bring your vision to a reality using colors, lighting, décor, floral elements and your personal style. Email or call us for more information!

Wedding/Event Blue Print \$500.00

Perfect for the Couple who needs a kick start guide but wants to do the planning on their own with a special touch from the Pros!

We include:

- *A Skype consultation regarding your event planning to one hour*
- *Referral of reputable vendors and advice regarding signing of contracts*
- *A Word document outlining the project management inclusive of timeline and budget*

Honey Moon Arrangements \$250.00

Mini Moon Arrangements \$150.00

Engagement Party Assist from \$400

The process of planning an engagement party can be as hectic as planning the wedding itself. Let us, help take off some of that stress by helping to plan your fabulous Celebration!

- *Initial consultation regarding your planning*
- *Complimentary Blue Print!*
- *Referral of reputable vendors and advice regarding signing of contracts*
- *Unlimited email and telephone questions with your planner*
- *Assistance with preparing an itinerary for the big day*

Bridal Party Assist from \$400

A great help for either the Mother-of-the-Bride and/or the Maid of Honor. This is tailored for whoever needs the extra help in planning a Surprise Bridal Shower for the Bride-to-be!

- *Initial consultation regarding your event planning*
- *Referral of reputable vendors and advice regarding signing of contracts*
- *Unlimited email and telephone questions with your planner*
- *Assistance with preparing an itinerary for the big day*
- *Assistance and advice with décor of venue, themes, games, favors, etc*

Bachelor & Bachelorette Party Assist from \$300

Whether it's going to be over the top Vegas style or a quiet relaxing pampering spa day, let us help make it an enjoyable and memorable one!

- *Initial consultation regarding your planning*
- *Referral of reputable travel agents, hotels, locations, etc.*
- *Unlimited email and telephone questions with your planner*
- *Assistance with preparing an itinerary for the big day(s)*
- *Assistance and advice with ideas, locations, gifts for bridal party, etc.*

Ala Carte Pricing

Set Up \$600.00 this excludes hanging of items
Rehearsal & Ceremony Directing \$400.00 4hours
Design \$500.00
Budget Management \$250.00
RSVP Tracking \$300.00
Venue Selection \$400.00
Favor assembly \$2.00 per
Dress Shopping FREE, lunch for Bride And Mom included
Food & Beverage Selection \$200.00
Tuxedo/Suit rental \$25.00 per person
Floor Plan \$150.00 + \$25.00 per change
Welcome Bag assembly and delivery \$2.00 per
Rehearsal Dinner Coordination \$600.00
Honey Moon Night prep \$300.00
Cocktail hour & Reception Coordination \$100.00 per hour
Brunch/ Luncheon Arrangement \$300.00
Full Wedding Time Line \$500.00
Concierge Services \$100.00 per hour
Strike (also known as break down) \$500.00

Etiquette, Invitations and other Stationery and Bridal Items

Here at Dixie Events, we pride ourselves as "Etiquette Experts" and always offer a free first consultation. We also offer a beautiful selection of Stationery and Bridal Items. Email us and schedule your free consultation.