



Eventfull Planning is a full service event planning company serving the Indianapolis and surrounding areas. Focusing on coordinating events with style and elegance, we are experienced, organized, detail-oriented, imaginative and have the know how to orchestrate your wedding day. We can help you create a wedding which is reflective of your taste and style making each event truly unique.

Eventfull Planning offers packages ranging from individual wedding consultation services to full-service coordination as well as custom services which can be added to any package.

Eventfull Planning is also pleased to provide custom packaging should your needs differ from the services listed.

Some of the services included in our packages are:

- . Event consultation
- . Event day direction and coordination
- . Assistance with vendor selection in all areas
- . Advocacy – matching you with the best services, quality, and prices
- . Creative event design – working on your ideas, needs and wants
- . Expert etiquette advice – advising you on socially correct formats
- . Invitation expertise – advising you throughout this process
- . Financial planning – budget preparation
- . Time management – keeping you on a schedule
- . Supervision – overseeing all the service providers you have selected
- . Legal knowledge – skilled in the mechanics of contracts and fees
- . Advising – guiding you during difficult decisions along the way
- . Efficiency experts – we save you time and money
- . Industry expertise – savvy about the latest event trends

Member: Association of Bridal Consultants (ABC)  
International Special Events Society (ISES)

\*Winner of the 2004, 2005 and 2007, 2009  
International Special Events Society  
PACE Award for Best Wedding!

## Services:

### Brainstorming Package:

This service is for those couples who want to do the planning themselves, but would like information as to how to begin this process and what to do each step of the way. During this brainstorming session, couples will be able to ask a professional consultant any questions related to the planning of the event (i.e. etiquette advice, budget, menu etc.). Vendor information can also be discussed as well as décor and design ideas. A fun way to get the process started and save valuable time and money!

### Day of Details Package (Month of Wedding Coordination):

This service is for those couples that have already planned the wedding, but would like a professional consultant to assist with last minute details and ensure finalization of the arranged services. It allows the couple and their family and friends to relax and enjoy themselves during the last few weeks before the wedding and on the wedding day itself knowing a professional is handling all the last minute details. This package includes the following services:

- One hour complimentary bridal consultation
- Two Professional Bridal Consultants from the Eventful Planning Team on your wedding day – industry trained professionals with a combined 20 years of experience. Typically, one team member will be at ceremony location and the other at reception venue
- Planning meeting (up to 2 hours) with the consultant and client approximately two to three months prior to wedding date.
- Unlimited contact via phone or email with lead coordinator after planning meeting
- Attendance at final meeting with caterer and reception site
- Develop and implement a wedding itinerary and timeline
- Contact vendors the week before the wedding for finalization of plans
- Review of vendor contracts
- Unlimited mileage to all meetings and events
- Two hours of rehearsal time
- Unlimited Wedding Day Direction – unique in the industry \*(seated dinner is required for consultant(s))
- Assist with set up at church and reception site. Ensure all vendors are at sites and following developed timelines and contracts
- Deliver usual wedding day accessories, decorations and miscellaneous items to the wedding and reception sites (i.e. guest book/unity candle/place cards/favors etc.)
- Pin on boutonnieres and hand out bouquets
- Reception Coordination – one Team member at reception venue to make sure all set-up and deliveries going as planned. Team member will work on final finishing touches.
- Behind the scenes coordination of activities both at church and reception (arrange bridal party to walk down aisle, receiving line formation, grand entrance at reception, first dance, cake cutting etc.)

- Use of Emergency Kit with approximately 200 items on the day of the wedding
- Wedding gift / personal items collection during reception
- Assist with reception site tear down if needed

#### From Start to Finish Package:

This service is designed for the couple who wants to plan most of the wedding themselves, but needs a professional consultant to help get them started and to assist in the vendor selection and other initial details. We will meet with the couple to discuss each vendor category and based on the meeting, will recommend a list of vendors. This will save the couple much time and energy and allow them to feel confident in the professional they will be interviewing for their wedding day. This package includes:

- One hour complimentary bridal consultation
- A meeting (up to 3 hours) to discuss the couple's preferences about their wedding day. This allows the consultant to find out the couples style and overall theme of the wedding. Each vendor type will be discussed in detail
- Advice will be available regarding how to select a vendor in each category
- A list of approximately 3 – 5 available and recommended vendors in each category will be provided. The couple will then review the list and determine which vendors they would like to meet with and will follow-up accordingly. Following the initial meeting, a consultant will be available via phone / email for consultation throughout the vendor selection process
- Personalized Bridal "To-do" calendar and checklist
- Two 1 hour personal consultations with lead coordinator to use at your discretion anytime during the planning process
- Two Professional Bridal Consultants from the Eventful Planning Team on the wedding day – industry trained professionals with a combined 20 years of experience. Typically, one team member will be at ceremony location and the other at reception venue
- Second official planning meeting with the consultant and client approximately two to three months prior to wedding date to review information and timeline issues.
- Unlimited contact via phone or email with lead coordinator after planning meeting
- Attendance at final meeting with caterer and reception site
- Develop and implement a wedding itinerary and timeline
- Contact vendors the week before the wedding for finalization of plans
- Review of vendor contracts
- Unlimited mileage to all meetings and events
- Two hours of rehearsal time
- Unlimited Wedding Day Direction – unique in the industry \*(seated dinner is required for consultant(s))
- Assist with set up at church and reception site. Ensure all vendors are at sites and following developed timelines and contracts
- Deliver usual wedding day accessories, decorations and miscellaneous items to the wedding and reception sites (i.e. guest book/unity candle/place cards/favors etc.)
- Pin on boutonnieres and hand out bouquets

- Reception Coordination – one Team member at reception venue to make sure all set-up and deliveries going as planned. Team member will work on final finishing touches.
- Behind the scenes coordination of activities both at church and reception (arrange bridal party to walk down aisle, receiving line formation, grand entrance at reception, first dance, cake cutting etc.)
- Use of Emergency Kit with approximately 200 items on the day of the wedding
- Wedding gift / personal items collection during reception
- Assist with reception site tear down if needed

### Ultimate Event Package:

This package is designed for the couple that wants professional assistance throughout the entire planning process. The couple will make all the decisions about their wedding plans; however, we will handle most of the time-consuming details along the way. This package is perfect for the busy working couple, full-time student or someone planning a long-distance wedding and will save the couple countless hours. This “piece of mind” package provides full-service wedding coordinating with complete, collaborative planning throughout the wedding preparations and event. This package includes:

- Unlimited meeting time to use at your discretion
- Wedding budget preparation and planning timetable
- Personalized bridal calendar and checklist
- A meeting to discuss the couple's preferences about their wedding day. This allows the consultant to find out the couples style and overall theme of the wedding. Each vendor type will be discussed in detail
- A list of approximately 3 – 5 available and recommended vendors in each category will be provided.
- Appointments for vendors will be scheduled. A representative will be available to attend vendor meetings if so desired by the couple
- Unlimited consultation time via phone / email throughout process
- Once vendor selection is made, the consultant will review the vendor's contract and make suggestions if needed
- Vendor payment schedule will be created for the couple to ensure timely payment
- Customized event décor assistance / Event Design Meeting – including but not limited to theme, specialty linens etc.
- Detail management of all other small items which need to be addressed and finalized (i.e. rehearsal dinner, collateral materials, favors, etc.)
- Two Professional Bridal Consultants from the Eventful Planning Team – industry trained professionals with a combined 20 years of experience. Typically, one team member will be at ceremony location and the other at reception venue
- Attendance at final meeting with caterer and reception site
- Develop and implement a wedding itinerary and timeline
- Contact vendors the week before the wedding for finalization of plans
- Review of vendor contracts

- Unlimited mileage to all meetings and events
- Attendance at the final dress fitting
- Two hours of rehearsal time
- Unlimited Wedding Day Direction – unique in the industry \*(seated dinner is required for consultant(s))
- Assist with set up at church and reception site. Ensure all vendors are at sites and following developed timelines and contracts
- Deliver usual wedding day accessories, decorations and miscellaneous items to the wedding and reception sites (i.e. guest book/unity candle/place cards/favors etc.)
- Pin on boutonnieres and hand out bouquets
- Reception Coordination – one Team member at reception venue to make sure all set-up and deliveries going as planned. Team member will work on final finishing touches.
- Behind the scenes coordination of activities both at church and reception (arrange bridal party to walk down aisle, receiving line formation, grand entrance at reception, first dance, cake cutting etc.)
- Use of Emergency Kit with approximately 200 items on the day of the wedding
- Wedding gift collection and loading into designated vehicle provided by couple
- Assist with reception site tear down if needed
- Honeymoon Suite Décor for night of the wedding

#### Destination Wedding Package:

This service is for the couple that wants a small, intimate wedding in a special remote location away from “home” and then may choose to hold a reception at a later date and time.

- A meeting (up to 2 hours) to discuss the couple’s preferences about their destination wedding. This allows the consultant to find out the couples style and overall theme of the wedding
- Based on individual requirements, we will present you with a custom-tailored fee based proposal outlining the activities that you would like us to orchestrate

#### Custom Decor Production:

Have an idea about what you envision your wedding to look like? If so, let us help you create your vision! If not, let us help you take your personal style and turn into an beautiful event. This package includes:

- Meeting to discuss your vision/ideas
- Advice on the latest trends in wedding decor
- Storyboard presentation of event decor
- Assistance with vendor selection including but not limited to lighting, floral, linens, rentals
- Day of event management of all decor related items
- Day of set -up and tear- down

### Groom's Package:

This package is for the groom who wants a little help. Perfect for the busy groom who wants to help make his wedding day all his bride envisioned.

This package includes:

- Tuxedo rental
- Rehearsal Dinner Planning
- Fitness
- Barber/Spa services
- Honeymoon Suite Decor
- Honeymoon Planning

### Engagement Package:

This package is for the romantic man who wants to make sure his proposal is perfect (and she says yes!) We will help you custom create the proposal that she will never forget. This package includes:

- Consultation meeting
- Custom proposal design
- Vendor selection and booking
- All behind the scenes - day of set up/tear down

### Virtual Package:

Want the assistance of an planner at your fingertips? With our virtual planner services we are at your service 24/7. This package is perfect for the tech savvy bride who wants to plan the wedding herself but would like some assistance behind the scenes. No matter where the couple is living, we can help. This package includes:

- Access to a Professional Bridal Consultant via email 24/7
- Etiquette advice
- Decor and Design advice
- Vendor referral advice
- Day of Management advice
- and much more!

### Invitations:

We are pleased to offer custom invitations and collatoral materials. This service is perfect for the bride who wants a one of a kind invitation and matching accessories for her wedding. This service includes:

- Consultation with our Invitation Specialist
- Graphic Design Consultation and Design
- Mock up of invitation and collatoral materials
- Management of ordering process
- Product inventory
- Product assembly
- Calligraphy services
- Stuff, stamp and mail of invitations
- Day of wedding delivery and placement of any materials if applicable
- Fee for package: Custom based on selection

### Custom Services:

For the bride and groom in need of broader wedding coordination, custom packaging is ideal. Add any of our “a la carte” items to our Lasting Impression, Day of Dreams, or Ultimate Event package to customize services to your individual needs.

- Pre and post wedding Event coordination (Engagement Parties, Bridal Showers, Bachelorette Parties, Rehearsal Dinner, Brunch etc.)
- Wedding Dress Selection / Bridesmaid Dress Selection (collection of measurement of bridal party)
- Personal Shopping Service
- Tuxedo Selection
- Travel Agency referrals for honeymoon planning
- Invitation assembly, mailing and RSVP service
- Create and assemble wedding programs and favors
- Attend Bridal Registry Meetings
- Bouquet preservation service referrals
- Dress preservation service referrals
- Linen installation and removal
- Bridal Suite Decoration for wedding night
- Rental equipment returns (i.e. linen rental, baker accessories, tuxedo return etc.)
- Quotes for additional services available upon request