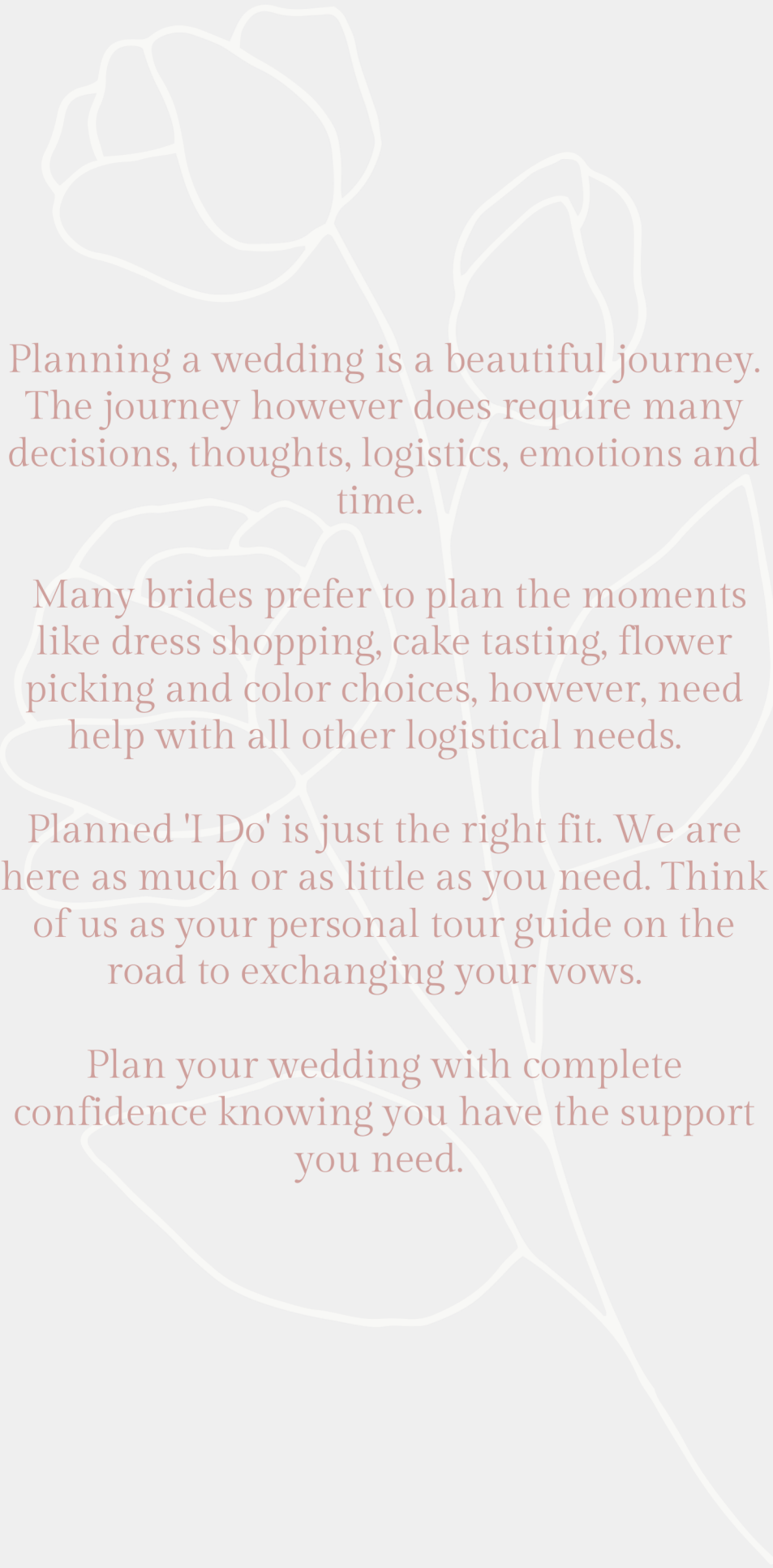


COALESCE CREATIONS

# Planned / Do

DETAILS ON OUR  
PARTIAL PLANNING SERVICE



Planning a wedding is a beautiful journey.  
The journey however does require many  
decisions, thoughts, logistics, emotions and  
time.

Many brides prefer to plan the moments  
like dress shopping, cake tasting, flower  
picking and color choices, however, need  
help with all other logistical needs.

Planned 'I Do' is just the right fit. We are  
here as much or as little as you need. Think  
of us as your personal tour guide on the  
road to exchanging your vows.

Plan your wedding with complete  
confidence knowing you have the support  
you need.

# What we provide

## ORGANIZATION

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We will provide an organized and detailed planning timeline to keep your wedding moving forward. The timeline will provide a list of monthly tasks that will be your sole for each monthly timeframe. We divide the tasks between 2–3-month sections. This allows us to guide you with specific focuses and allows you to not be overwhelmed by one long list.

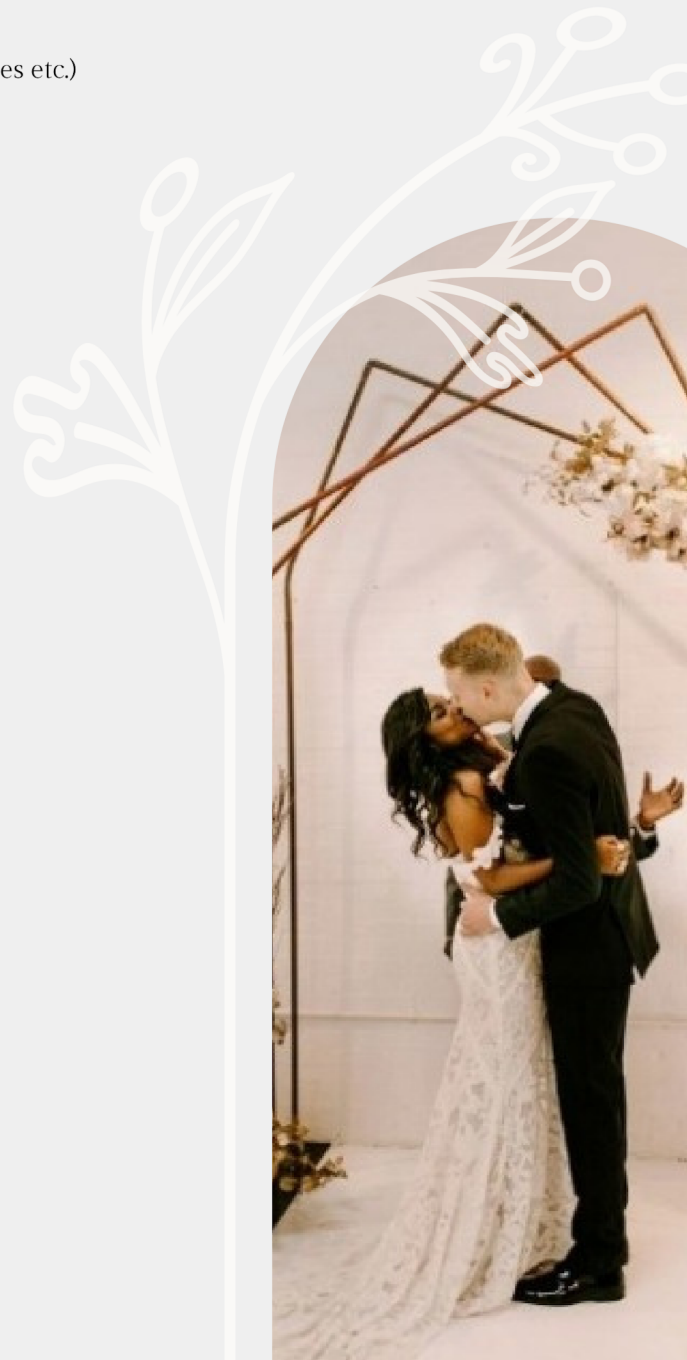
Along the journey we will also assist with referring the following:

- o Venues
- o Vendors
- o Wedding Dress and Bridal Attire
- o Bridal Party Gifts
- o Unique Vendors (cigar rollers, cotton candy carts, popsicles etc.)
- o Save The Dates Notifications
- o Invitations
- o Thank You notes
- o Programs
- o Menus
- o Favors
- o Cake Topper
- o Guest Book
- o Unity Ceremony
- o Cake Cutting set

## PEACE OF MIND

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We have been planning weddings since January 15th, 2013. We bring you all the experience and expertise we have learned over the years through our successes, lessons, growth pains, and studies. We have spent years building strong business relationships, continuing our education through courses and certifications as well as staying on top of the latest networks and trends to ensure our clients receive the best possible service. You can rest assured knowing we have gone through all the necessary training, wedding day stories and milestones so you do not have to have any of these experiences while planning your wedding.



## RESOURCES / TOOLS / DISCOUNTS

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We have many great resources, tools, and discounts available for our brides:

- Client Portal to store all of your contracts, documents, and receipts. In your portal, you will have access to a full detailed wedding planning task list which is categorized by monthly timeframes. Your portal is also where all communication will be handled. The portal is available both on the computer and in an app on your mobile devices. Another great feature is a chat app where you can instantly reach the team!
- One perk our brides receive is 35% off Save the Dates and 25% all other stationery with our planner program at Minted. There will also be a graphic designer who can create a wedding brand monogram complimentary for you.
- As our bride, we will send you several locations and link referrals for items such as wedding attire, shoes, favors, robes, unity ceremonies, gifts, and more
- Over the years we have developed great relationships with vendors and partners who have extended special offers and discounts to any of our brides who decide to book their services. Whenever we can, we will pass these savings on to you.

## TIME AND KNOWLEDGE

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There are many tasks, logistics, and moving pieces that go into fully executing a beautiful and meaningful wedding. The purpose of this service is to assist you on this journey to 'I Do'. You will take the lead in creating and controlling your budget, financial plan and schedule. We will be here to make sure everything that needs to be done, is done. You will have full access to:

- Call or text your planner
- Chat through social channels (Instagram, LinkedIn or Facebook)
- Message through your dedicated portal

We are here for you to answer any questions, address any issues as well as offer any needed referrals and advice on:

- Prices / Deals / Special Offers
- Questions to ask vendors
- Contract reviews
- Surprises and special moments you want for each other
- Selecting all the beautiful details from colors, textures, and tastes

We are here as much or as little as you need from the moment you become our clients to the day after your wedding.

## VENDOR DATABASE

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Over the years we have developed great relationships with vendors and partners who have extended special offers and discounts to any of our brides who decide to book their services. Whenever we can, we will pass these savings on to you! Whenever we see vendors offering specials we always forward the opportunities to our brides. From giveaways, special offers, and prizes. When in need, we have an extensive database of vendors you will have access to including, but definitely not limited to the following:

- Caterer
- Baker
- Officiant
- Photographer
- Videographer
- Calligrapher
- Graphic Designer
- Limousine / Transportation service
- Hair Stylist
- Makeup Artist
- DJ / Band / Other entertainment
- Specialty Vendors (i.e. candy buffets, food trucks, cotton candy, popcorn, etc)

## YOUR PLANNING TEAM

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Yes, you heard it correct. You have a team working on your wedding. You will not have just one person to contact. For your wedding you will have your Lead Planner, Assistant Planner, and an Administration member.

Each staff member involved in your wedding will be attached to your portal so you can reach any of them.

The reason we provide you a team instead of only one dedicated planner is to allow us to make sure no cracks are formed, no details are missed, and all communication is clear and understood by everyone involved.

## BRIDAL PERKS

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01

35% off Save the Dates and 25% OFF all wedding stationery with [MINTED.COM](https://www.minted.com)

02

Resource list full of sites and vendors for stationery, accessories, robes and gifts, favors. Forget searching Google, we have you covered! As well as special offers and discounts with our top suppliers

03

Custom wood card box with your initials, names or surname. A wedding gift from us you can take into your home

## PRE-WEDDING ACTIVITIES

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When we hit the 45-day point, there will be many small details. We will be there to help you know about them, how to handle them, and make sure you do not forget, Example getting your Marriage license, all your attire accessories, personal items you need for wedding day and even remembering the rings!

A wedding day timeline will be drafted at this time. Once you review and approve the timeline, we will then send it to the vendor team to make sure they are aware of the plans and if they have any needed changes/adjustments/requests. A final timeline will be completed by the 3rd-week mark before your wedding day. Each venue and vendor will receive their own individualized timeline. We have found there is no need for every vendor to have the full timeline. Your DJ does not need to know when you are getting dolled up with hair and makeup. Each vendor will receive a customized timeline specific to their service and their needed knowledge for the day. You as the couple will receive the master timeline as well as our team and your selected venues(s). The wedding party will receive a timeline specific for them as well.

A final details meeting will be held at your venue to finalize the flow, layout, and timeline with your venue. The headcount and all decisions should be known by this point, typically the 2-week mark.

The wedding rehearsal will be coordinated by us. We will work in accordance with the time and date your venue provides for the rehearsal.

## WEDDING DAY ACTIVITIES

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01

Staff will arrive at the 'open door' time to ensure we are available for the first vendors to arrive

02

Venue will be inspected to ensure table layout and staff is doing their responsibilities

03

Our Staff will setup brides personal items such as photos, wedding signage, seating chart, guestbook

04

Supervise Vendor arrivals, confirm timeline details and ensure their needs are met

05

Execute timeline for ceremony and reception (dinner, first dance, special dances, cake cutting etc)

06

Collect any remaining vendor payments/tips and distribute to specific vendors

07

Manage guest arrival and direct to guestbook sign-in, the ceremony, the cocktail hour and the reception

08

Conduct mini wedding run through with bridal party, officiants and the DJ to ensure confirmation of details

09

Gifts will be transferred to a dedicated persons car at the end of the night.

10

There will be an Emergency Kit available for Bride, Groom and Bridal Party in the Bridal Room.

## END OF WEDDING DAY ACTIVITIES

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Coalesce Creations staff will work with the catering company or serving staff, informing them of their responsibility to buss all of the table(s), as well as clean the kitchen or prep area(s). A venue staff member will be asked to verify the space is good to go.

As guests decide to leave, if you have wedding favors, we will be sure they receive them. If they are still needing to drop off their wedding gift for you, we will add it to the gift table area or give to the designated person.

At the conclusion of each vendor(s) service, we shall confirm they have collected all of their belongings, and the service area is left clean as required by venue policies in an attempt to ensure clients receive their security deposit back.

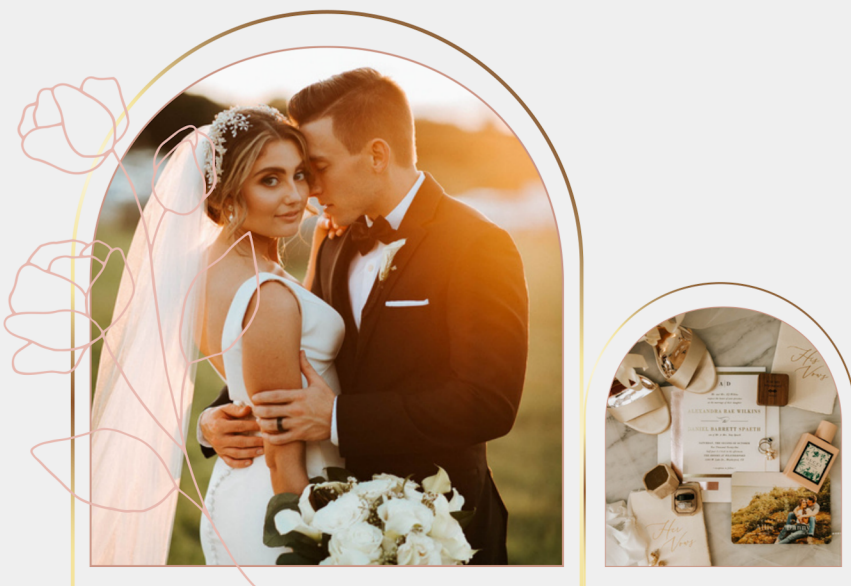
If you have a special exit planned, our staff will schedule the conducting of the exit in an attempt to ensure all guests leave the property at the designated end of event time.

Staff will ensure your personal wedding items (guestbook, cake topper, toasting glasses, etc.) are returned to you by placing them in the designated person's vehicle. This does not include packing your personal belongings (clothes, shoes, bags in the bridal room, this is the responsibility of your bridal party).

## KEY FACTS TO KNOW

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Communication is important to us. This is why we provide you with a dedicated client portal you can access at any time. The more communication in the portal (instead of text messages and social media channels) the better as this ensures everyone is aware of the same information. We are here to build a close working relationship with you so that we can attempt to ensure to make the same decisions you would.



We cannot recommend Athena & Coalesce Creations ENOUGH!!! Athena and her team worked endlessly to bring our vision to life and then some - every single detail was perfect and so intentional. We used her planning and design package, which made our whole experience so special and stress free. Looking back on our day, it was so much more than a celebration of us because we gained new family along the way!! We absolutely love Athena and her entire team. ♥♥

Allie Rae Spaeth

# Price & Payment

## PLANNED 'I DO'

Based on the service details outlined in our Service Package above, your service total is = **\$2,750**

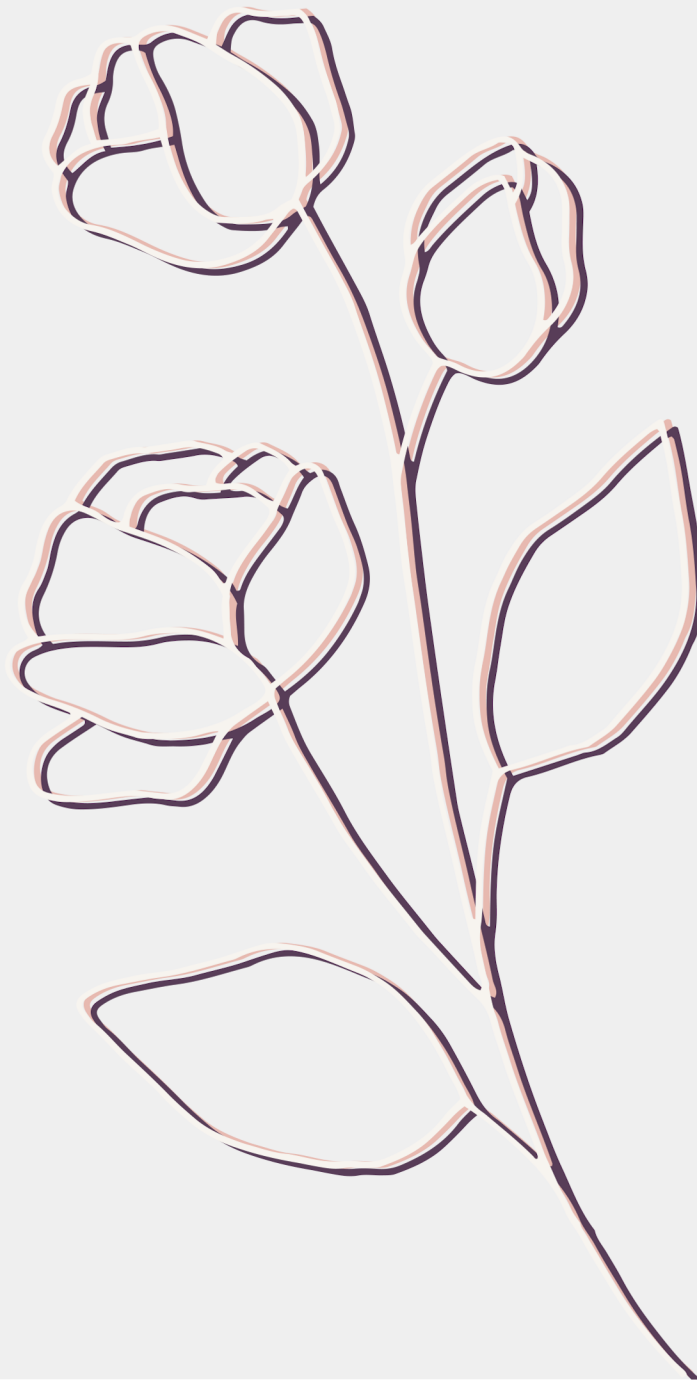
## PAYMENT ARRANGEMENT

For our services, we require a 25% upfront non-refundable retainer fee to secure the date. The remaining balance will be divided into 3 installments during your planning time frame.

## READY TO BOOK?

Send us an email to:  
[weddings@coalescecreations.com](mailto:weddings@coalescecreations.com)

We can't wait to start assisting you with your planned 'I Do'





# Payment Options

We offer three options to allow payments to be more flexible and convenient.

- Check / Cashiers Check - Checks must be received within 3 days from contract signing. Please write checks to:

Coalesce Creations  
4261 E University Dr  
Suite 30156  
Prosper, TX 75072

- Zelle- Please send to [weddings@coalescecreations.com](mailto:weddings@coalescecreations.com)

- Credit Card - You may pay using your credit card by requesting an invoice to be sent to you. There is a processing fee with this payment option of 3%.

