CREATIONS Dourney to Do DETAILS ON OUR FULL PLANNING SERVICE Do you find yourself juggling work commitments with the endless tasks of wedding planning? If so, you've found your sanctuary with us. As your trusted confidant and advocate, we alleviate the stress by becoming your voice, partner, and ultimate resource.

We take the reins on logistics, field your questions, and manage all communications, allowing you and your fiancé to revel in the joy of planning without the overwhelm. Simply share your vision and express your desires—we'll take care of the rest, hand in hand with you every step of the way. Let's embark on this journey together, ensuring every moment is filled with love, laughter, and unforgettable memories leading up to your "I Do."

What we provide

ORGANIZATION

As your dedicated full Planner, we craft a meticulously organized planning timeline, ensuring every step of your wedding journey progresses smoothly. Dividing tasks into manageable 2—3 month sections, we provide monthly task lists tailored to your needs, preventing overwhelm and allowing for focused progress.

One of our initial priorities is establishing a comprehensive budget, outlining expense allocations, and defining budget priorities. Together, we create a financial plan to guarantee financial comfort and meet all venue and vendor payment deadlines. Throughout the process, we offer guidance in budget management and scheduling vendor payments, ensuring every aspect aligns seamlessly with your vision.

Along the way, we extend our expertise to assist with various elements, including but not limited to wedding attire, bridal party gifts, and unique vendors such as cigar rollers or cotton candy carts. From Save The Dates to Unity Ceremony essentials, we're committed to curating every detail to perfection, ensuring your journey to "I Do" is nothing short of magical.

PEACE OF MIND

With a rich history dating back to January 15th, 2013, we bring a wealth of experience and expertise to the table, cultivated through years of successes, lessons, and growth. Our journey has been marked by building robust business relationships, pursuing ongoing education through courses and certifications, and staying attuned to the latest networks and trends in the wedding industry.

Rest assured, we've navigated countless wedding day stories and milestones, ensuring we're equipped to handle any challenge that arises. By entrusting us with your wedding planning, you can relax knowing we've undergone the necessary training and experiences, sparing you from the stress and uncertainties often associated with the planning process. Your dream wedding is in capable hands, and we're committed to delivering nothing short of excellence every step of the way.



RESOURCES / TOOLS / DISCOUNTS

We're delighted to offer our brides a plethora of invaluable resources, tools, and exclusive discounts:

Our user-friendly Client Portal serves as a centralized hub for storing contracts, documents, and receipts, alongside a comprehensive wedding planning task list meticulously categorized by monthly timeframes. Accessible both on your computer and via a mobile app, the portal also facilitates seamless communication through our chat app, ensuring instant connectivity with our team.

Enjoy special perks including 35% off Save the Dates and 25% off all other stationery through our planner program at Minted. Additionally, our graphic designer will craft a complimentary wedding brand monogram exclusively for you.

As our esteemed bride, you'll receive curated referrals for various wedding essentials such as attire, shoes, favors, robes, unity ceremonies, gifts, and more, simplifying your planning journey.

Benefit from our longstanding relationships with vendors and partners, who extend exclusive offers and discounts to our brides. Whenever possible, we pass on these savings to you, ensuring your dream wedding remains within reach without compromising on quality or excellence. Your satisfaction and joy are at the forefront of everything we do.

TIME AND KNOWLEDGE

Planning a wedding is a journey filled with countless decisions, details, and hours of dedication (approximately 120-200hrs). Amidst the myriad tasks and logistics, our purpose is clear: to serve as your unwavering resource, outlet, and guide on the path to 'I Do'. Drawing from our extensive education, experience, client feedback, and cherished wedding day stories, we continuously refine and elevate our services to exceed the expectations of our couples.

With our comprehensive support system, you'll enjoy full access to connect with us whenever you need assistance or advice. Whether it's through calls, texts, social channels like Instagram, LinkedIn, or Facebook, or messaging via your dedicated portal, we're here to address your questions, concerns, and provide invaluable referrals and guidance on everything from prices and deals to vendor queries, budget management, contract reviews, and more.

But beyond simply orchestrating your wedding, our goal is to cultivate a lasting, meaningful relationship with you. By understanding your unique love story and preferences, we're able to tailor every aspect of your wedding journey to reflect your personalities and desires. From selecting the perfect colors, textures, and tastes to creating unforgettable moments, we're dedicated to infusing your celebration with heartfelt sentiment and personalized touches.

Rest assured, our commitment to you extends beyond the wedding day itself. From the moment you become our clients to the day after your wedding, we're here to offer unlimited communication and our full, undivided attention to every detail of your special day. Your happiness and satisfaction are our utmost priorities, and we're honored to be by your side every step of the way.

SCHEDULING

This service does include the management of your schedules. To make this scheduling smooth, we acquire your best availability at the beginning of each month so we can schedule all of your meetings when it is most convenient for you. You simply just need to show up. We will attend every meeting we schedule with your venue and vendors to ensure everything is going to plan. As well as to ensure every aspect of information we need is collected.

VENDOR DATABASE

Throughout our journey, we've fostered invaluable relationships with vendors and partners who generously extend exclusive offers and discounts to our brides. We're committed to passing these savings on to you whenever possible! Keeping a keen eye on the market, we continuously share special opportunities and discounts with our brides, ranging from giveaways to special offers and prizes.

When it comes to vendor selection, our extensive database offers a wealth of options to cater to every aspect of your wedding day. From renowned caterers and talented bakers to officiants, photographers, videographers, and beyond, we've curated a network of trusted professionals ready to bring your vision to life. Whether you're seeking specialty vendors like candy buffets or food trucks, or in need of transportation services, hair stylists, makeup artists, DJs, bands, or other entertainment, our database ensures access to top-notch talent for every aspect of your celebration. With us by your side, rest assured that every detail of your wedding day is in expert hands, ensuring a flawless and unforgettable experience.



Athena and her team were simply amazing. During the process she was available, handy and helpful everytime I needed her. The day of is where I really saw her SHINE! To see her be only about me (the bride) was what I truly appreciated---she was outstanding. Things happen on wedding days and with the little hiccups that I had out of my control, Athena was on it. I felt represented, protected and catered to by her and her team. Anyone would be lucky to have her for planning and design. My decor was exactly what I envisioned! She ensured satisfaction and I just am so still thankful for her.

Justina Ingram-Jennings

YOUR PLANNING TEAM

You heard it correctly! Your wedding will be supported by a dedicated team, not just one individual. Comprising your Lead Planner, Assistant Planner, and Administration member, each member is seamlessly integrated into your planning process, ensuring comprehensive support and clear communication throughout.

With each team member connected to your portal, reaching out to any of them is effortless. Our approach of providing a team rather than a single dedicated planner ensures meticulous attention to detail, eliminates the risk of oversight, and guarantees clarity in communication across the board.

In addition to our esteemed planning team, you'll also benefit from the expertise of our dedicated Bridal Concierge Consultant. This specialized consultant is committed to perfecting your wedding day look and attire, offering unlimited meetings to discuss your needs and decisions, referrals to bridal salons and suit designers, and participation in fittings to ensure every detail is flawless. On your wedding day, they'll serve as your dedicated Bridal Consultant, ensuring continuity of service and attention to detail.

BRIDAL PERKS

- 01 35% off Save the Dates and 25% OFF all wedding stationery with <u>MINTED.COM</u>
- 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
- O3 Tickets to any Bridals Inc. Bridal show you wish to attend

PRE-WEDDING ACTIVITIES

As we approach the 45-day mark, myriad small details begin to surface, and we're here to ensure none slip through the cracks. From securing your marriage license to ensuring you have all necessary attire accessories and personal items for the big day, we've got you covered, including the all-important reminder for your rings!

During this crucial period, a comprehensive wedding day timeline is meticulously drafted. Once reviewed and approved by you, it's promptly shared with your vendor team to ensure alignment with the plans and accommodate any necessary changes or adjustments. By the 3rd week before your wedding, a final timeline, tailored to each venue and vendor, is completed, ensuring everyone is equipped with the pertinent information they need.

To put the finishing touches in place, a final details meeting is held at your venue to finalize the flow, layout, and timeline, ensuring seamless coordination. Typically scheduled around the 2-week mark, this meeting ensures that all decisions and headcounts are confirmed, leaving no room for last-minute surprises.

Rest assured, we take charge of coordinating the wedding rehearsal, working in tandem with your venue's schedule to ensure a smooth and efficient run-through. With our meticulous planning and attention to detail, your wedding day unfolds flawlessly, leaving you to savor every moment of this joyous occasion.

WEDDING DAY ACTIVITIES



END OF WEDDING DAY ACTIVITIES

At Coalesce Creations, our staff liaises closely with the catering team or serving staff, ensuring they're briefed on their responsibilities to bus all tables and clean the kitchen or prep areas. Additionally, we collaborate with venue staff to verify the space is ready for your event.

As your celebration winds down, we ensure that guests receive their wedding favors and facilitate the collection of any remaining gifts, adding them to the designated gift table area or handing them to a designated person.

Upon completion of each vendor's service, we conduct thorough checks to confirm they've retrieved all belongings and left the service area clean, aligning with venue policies to secure your security deposit.

If you've planned a special exit, our dedicated staff coordinates the process to ensure all guests depart the property promptly at the designated end time of the event.

Rest assured, our team takes care of returning your personal wedding items, such as the guestbook, cake topper, and toasting glasses, by safely placing them in the designated person's vehicle. Please note that while we handle these items, packing personal belongings like clothes, shoes, and bags in the bridal room remains the responsibility of your bridal party. With our meticulous attention to detail, your wedding day unfolds seamlessly, leaving you to cherish every moment of this special occasion.

SPECIAL DAY OF SERVICES

At Coalesce Creations, ensuring our brides experience minimal stress on their wedding day is our utmost priority. To achieve this, we offer two additional services tailored to our planning brides:

1. Bridal Steaming Services:

Leave the stress of steaming your bridal gown and bridesmaids' dresses behind. Our in-house service vendor will visit your bridal room to expertly steam your attire, ensuring you look flawless without the hassle. While this service doesn't cover grooms/groomsmen attire, flower girl dresses, or mother's dresses, you can opt to include these for an additional fee.

2. Dedicated Bridal Consultant:

Our Bridal Consultant is your ultimate ally on the big day, starting your morning off right by coordinating hair and makeup schedules with your artists. Ensuring everyone is attended to promptly and stays on schedule, she's there to assist with any needs that arise, whether it's fetching a forgotten bag or gathering essential items for detail shots requested by the photographer, including your rings, shoes, veil, dress, and more. With these personalized services, we aim to ensure you feel relaxed, pampered, and fully prepared to enjoy every moment of your wedding day.

KEY FACTS TO KNOW

At Coalesce Creations, fostering clear and consistent communication is paramount to us. That's why we offer you a dedicated client portal accessible at your convenience. We encourage utilizing the portal for communication, as it ensures everyone remains on the same page with the latest information, minimizing any potential misunderstandings.

Our goal is to cultivate a close working relationship with you, allowing us to align our decisions closely with yours. By fostering this partnership, we strive to ensure that every decision reflects your vision and preferences to the fullest extent possible.

Price & Payment

JOURNEY TO 'I DO'

Based on the service details outlined in our Service Package above, your service total is = \$5000

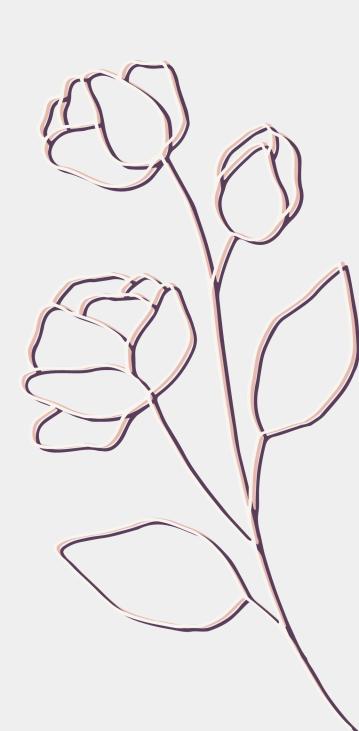
PAYMENT ARRANGEMENT

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: executive@coalescecreations.com

We can't wait to start planning your journey to 'I Do'





PAYMENT OPTIONS

We offer many options to allow payments to be more flexible and convenient. You can pay through the online invoice with the 3% credit processing fee, or choose any of the options listed on the right for no processing fee.

 <u>Check / Cashiers Check</u> - Checks must be received within 3 days from due date. Please mail to:

1971 University Business Drive Suite #101 McKinney TX 75071

- <u>Zelle</u> Please send to 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 3.5%. We will need the card holder's full name and the email address attached to the credit card.

