

At Coalesce Creations Weddings & Events, we understand that planning a wedding is a deeply personal and multifaceted journey. It's a beautiful process filled with countless decisions, emotions, and logistics.

Our Partial Planning Service, aptly named 'Planned 'I Do", is designed to cater to brides who cherish certain moments of wedding planning but seek assistance with the logistical aspects. We offer flexible support tailored to your needs, serving as your trusted guides on the path to exchanging your vows.

With 'Planned 'I Do", you can embark on your wedding planning journey with complete confidence, knowing that you have the expert support and guidance you need to bring your vision to life. Let us help you navigate the complexities of wedding planning while you focus on creating unforgettable moments that reflect your love and joy.

How it works

We understand that every couple's wedding journey is unique, and our Partial Planning Service is designed to accommodate this diversity. Whether you've already tackled some of the planning or simply prefer a hands-on approach, our service provides the tailored assistance you need to bring your vision to life.

Perfect for couples who enjoy taking an active role in their wedding planning but seek professional guidance or assistance with certain aspects or logistics. Our approach is centered on your preferences and level of involvement, ensuring that our services complement your vision and priorities for your special day.

You can embark on your wedding planning journey with confidence, knowing that our Partial Planning Service offers the perfect blend of support and flexibility tailored to your unique needs and preferences.



ORGANIZATION

We believe in providing you with a structured and comprehensive planning experience to ensure your wedding journey is as smooth as possible. With our organized and detailed planning timeline, you'll receive monthly tasks tailored to each stage of your planning process. By dividing tasks into 2—3-month sections, we aim to keep you focused and prevent overwhelm, allowing you to approach planning with confidence and ease.

Throughout your journey, we're here to offer guidance and recommendations, including referrals for various aspects of your wedding:

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

RESOURCES / TOOLS / DISCOUNTS

We're committed to providing our brides with an array of valuable resources, tools, and discounts to enhance their wedding planning experience:

- 1. <u>Client Portal:</u> Our convenient client portal serves as a centralized hub for storing all your contracts, documents, and receipts. Within the portal, you'll find a comprehensive wedding planning task list categorized by monthly timeframes, ensuring you stay organized and on track. With communication managed through the portal, you can easily reach our team anytime, anywhere, via the computer or mobile app.
- 2. <u>Exclusive Discounts:</u> Enjoy exclusive perks as a Coalesce Creations bride, including 35% off Save the Dates and 25% off all other stationery through our planner program at Minted. Additionally, our talented graphic designer will create a complimentary wedding brand monogram personalized just for you, adding a special touch to your celebration.
- 3. <u>Vendor Referrals:</u> As your dedicated wedding planner, we'll provide you with curated referrals for various wedding essentials, including attire, shoes, favors, robes, unity ceremonies, gifts, and more. Benefit from our extensive network of trusted vendors and partners to source quality products and services for your special day.
- 4. <u>Special Offers</u>: Through our established relationships with vendors and partners, we've secured special offers and discounts exclusively for our brides. From venue bookings to catering services and beyond, whenever possible, we pass these savings directly on to you, ensuring you receive exceptional value throughout your wedding planning journey.

TIME AND KNOWLEDGE

With our service, you'll have the freedom to take the lead in creating and managing your budget, financial plan, and schedule, while we ensure that every detail is meticulously attended to. You'll have full access to communicate with your planner via call, text, social channels (such as Instagram, LinkedIn, or Facebook), or through your dedicated portal.

We're here to offer guidance, answer questions, address any concerns, and provide valuable referrals and advice on various aspects of wedding planning, including pricing, deals, special offers, vendor inquiries, contract reviews, and the selection of beautiful details that reflect your unique style and preferences..

Whether you require extensive support or just need occasional assistance, we're committed to being by your side every step of the way, from the moment you become our client to the day after your wedding.



VENDOR DATABASE

We've cultivated strong bonds with vendors and partners who share our commitment to creating unforgettable weddings. As a result, we're delighted to extend exclusive offers and discounts from these esteemed professionals directly to you.

Whenever there are special promotions or giveaways, we ensure you're the first to know, seizing every opportunity to maximize your savings and enhance your wedding experience. Our extensive network includes a diverse range of vendors, including caterers, bakers, officiants, photographers, videographers, calligraphers, graphic designers, transportation services, hair stylists, makeup artists, entertainers, and specialty vendors like candy buffets and food trucks.

Rest assured, you'll have access to top-tier vendors and unparalleled savings, ensuring your wedding day is nothing short of extraordinary.

YOUR PLANNING TEAM

We go above and beyond by providing you with a dedicated team to oversee every aspect of your special day. Alongside your Lead Planner, you'll have the support of an Assistant Planner and an Administration member.

In addition to our esteemed planning team consisting of your Lead Planner, Assistant Planner, and Administration member, you'll also have the support of our dedicated Bridal Consultant. On your wedding day, they'll ensure seamless service continuity, paying special attention to hair and makeup details and preparing all necessary details for your photography team.

Each member of our team is passionately dedicated to bringing your vision to life. With open communication channels through your dedicated portal, you can rest assured that every detail will be meticulously coordinated and executed with precision and care.

BRIDAL PERKS

01 35% off Save the D

35% off Save the Dates and 25% OFF all wedding stationery with MINTED.COM



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

PRE-WEDDING ACTIVITIES

As your wedding day approaches, there are many small yet important details to attend to, and we're here to ensure nothing is overlooked. From obtaining your marriage license to gathering attire accessories and personal items, we'll guide you through every step to ensure a seamless experience.

At the 45-day mark, we'll draft a comprehensive wedding day timeline, tailored to your specific needs and preferences. Once approved, we'll distribute customized timelines to each vendor, ensuring they are fully informed of their responsibilities without overwhelming them with unnecessary details.

As the big day draws nearer, we'll conduct a final details meeting at your venue to fine-tune the flow, layout, and timeline, ensuring everything aligns perfectly with your vision. With the headcount and all decisions finalized by the 2-week mark, you can rest assured that every aspect of your wedding will be meticulously planned and executed with precision.

Additionally, we'll coordinate and oversee the wedding rehearsal, working closely with your venue to ensure everything runs smoothly and according to plan.

WEDDING DAY ACTIVITIES

01	Staff will arrive at the 'open door' time to ensure we are available for the first vendors to arrive	06	Collect any remaining vendor payments/tips and distribute to specific vendors
02	Venue will be inspected to ensure table layout and staff is doing their responsibilities	07	Manage guest arrival and direct to guestbook sign-in, the ceremony, the cocktail hour and the reception
03	Our Staff will setup brides personal items such as photos, wedding signage, seating chart, guestbook	08	Conduct mini wedding run through with bridal party, officiants and the DJ to ensure confirmation of details
04	Supervise Vendor arrivals, confirm timeline details and ensure their needs are met	09	Gifts will be transferred to a dedicated persons car at the end of the night.
	Execute timeline for ceremony and reception (dinner, first dance, special dances, cake cutting etc)		There will be an Emergency Kit available for Bride, Groom and Bridal Party in the Bridal Room.

END OF WEDDING DAY ACTIVITIES

We work closely with the catering team to ensure tables are cleared and the kitchen/prep areas are clean. Additionally, we ensure guests receive their wedding favors and that gifts are safely collected and placed on the gift table.

After each vendor's service, we ensure they collect their belongings and leave the area clean, following venue policies to ensure you receive your security deposit back. Our staff also coordinates special exits to ensure all guests depart at the designated end time.

Furthermore, we take care of returning your personal wedding items, such as the guestbook and cake topper, by placing them in the designated person's vehicle. However, packing personal belongings such as clothes and shoes in the bridal room is the responsibility of your bridal party.

KEY FACTS TO KNOW

Effective communication is a cornerstone of our service. That's why we offer you a dedicated client portal accessible at any time. We believe centralizing communication within the portal, rather than relying on scattered text messages and social media channels, fosters clarity and alignment among all parties involved.

Our goal is to build a close working relationship with you, ensuring we understand your vision and preferences as if they were our own. By maintaining consistent and transparent communication through the portal, we strive to make informed decisions together and create the wedding experience you've always dreamed of.



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 = \$3000

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 assisting you with your planned 'I Do'

