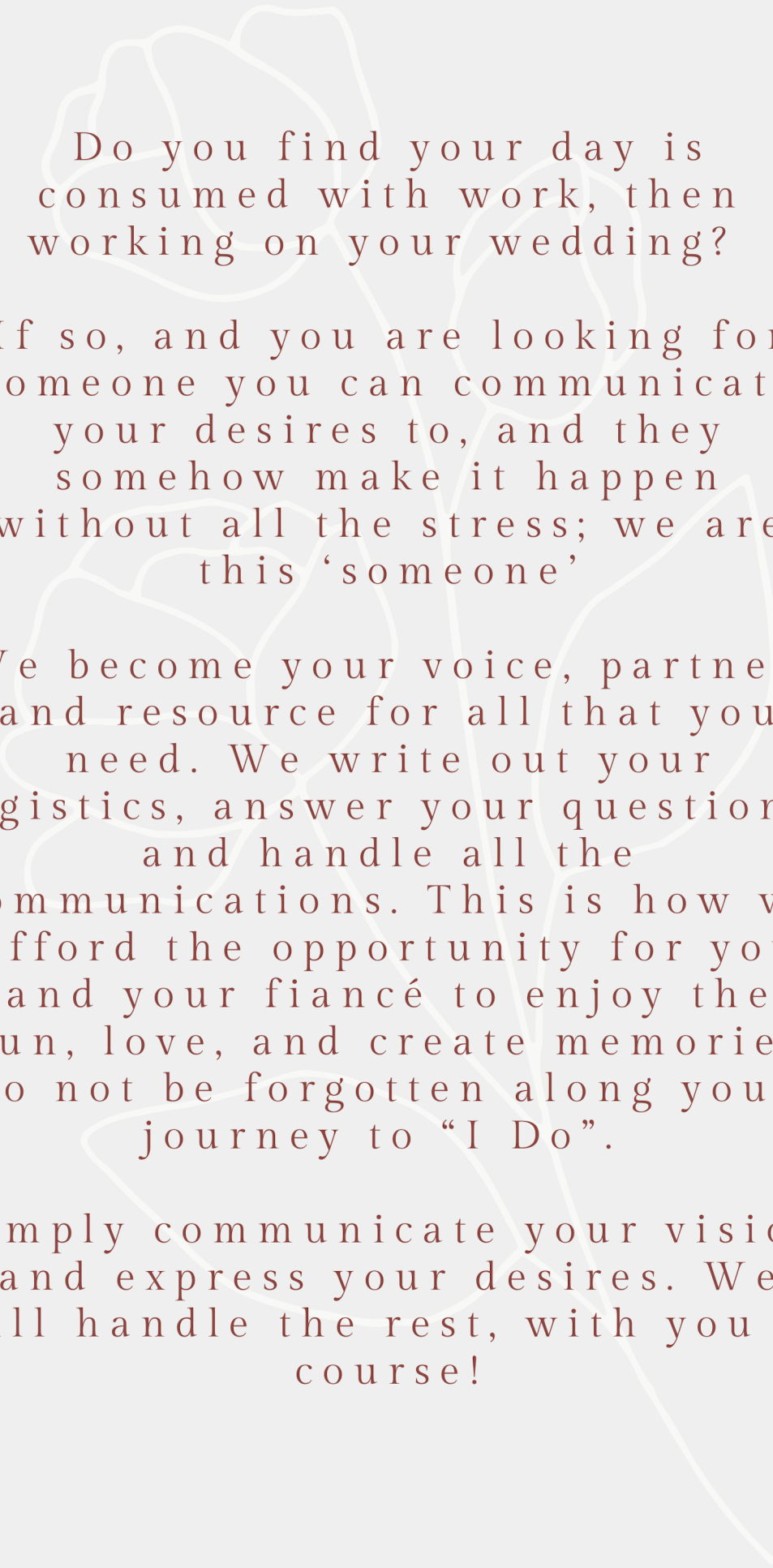




COALESCE CREATIONS

# *Journey to 1 Do*

DETAILS ON OUR  
FULL PLANNING SERVICE



Do you find your day is  
consumed with work, then  
working on your wedding?

If so, and you are looking for  
someone you can communicate  
your desires to, and they  
somehow make it happen  
without all the stress; we are  
this 'someone'

We become your voice, partner,  
and resource for all that you  
need. We write out your  
logistics, answer your questions,  
and handle all the  
communications. This is how we  
afford the opportunity for you  
and your fiancé to enjoy the  
fun, love, and create memories  
to not be forgotten along your  
journey to "I Do".

Simply communicate your vision  
and express your desires. We  
will handle the rest, with you of  
course!

# What we provide

## ORGANIZATION

---

As your full Planner, we will create an organized and detailed planning timeline to keep your wedding moving forward. The timeline will provide a list of monthly tasks that will be our sole purpose for the month. We divide the tasks in 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.

One of the first steps we will make is setting a budget, deciding how expenses will be allocated, and where the budget priorities are. We will discuss and set a financial plan to ensure the comfort of your finances and to ensure all venue and vendor payment deadlines are met. In addition, we will assist you with the management of your budget spending, and scheduling vendor payments.

Along the journey we will also assist with the following:

- 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

---

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

---

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

---

Planning a wedding involves many decisions, details, and hours (approximately 80-120hrs). 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 become your resource, outlet, and guide on this journey to 'I Do'. We apply our years of education, experience, client feedback and wedding day stories to our services to consistently enhance and improve our services to our couples. 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
- Managing your budget
- Contract reviews
- Maintaining a financial plan
- Surprises and special moments you want for each other
- Selecting all the beautiful details from colors, textures, and tastes

To tell you the truth we are here to build a lasting working relationship with you. The more we get to know you and the more we know about your love story, the more personalized we can make your wedding and planning process. We are here as much as you need from the moment you become our clients to the day after your wedding. This service covers unlimited communication, and our full dedicated attention to every detail of your wedding.

## 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

---

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)



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

---

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, Bridal Concierge Consultant 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 one dedicated planner is to allow us to make sure not cracks are formed, no details are missed, and all communication is clear and understood by everyone involved.

This service also includes a dedicated Bridal Concierge Consultant. Our consultants assist you with your complete attire and look for your wedding day. Here is what your Bridal Concierge Consultant will provide:

01

Unlimited meetings to discuss your attire and look needs and decisions

02

Referrals to bridal salons, suit designers, accessories and stores

03

Referrals to makeup artists, hair stylists, and specialty vendors that are needed to complete your looks

04

Participation in your fittings and learning the steps needed to put your attire selections together the day of the wedding (example how to put your dress bustle together)

05

They will also be part of your wedding day as your dedicated Bridal Consultant. In the case they are not available one of our Bridal Consultants will step in. They will receive all needed information to ensure your service and details remain the same

## BRIDAL PERKS

---

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

---

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

---

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

---

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).

## SPECIAL DAY OF SERVICES

---

We love to make sure on the day of the wedding our brides have as little to no stress as humanly possible. There are two additional services we provide for our planning brides on the day of their wedding to accomplish this goal:

### BRIDAL STEAMING SERVICES

Our in-house service vendor will come to your bridal room to steam your bridal gown and all of your bridesmaids' dresses. So leave your steamer at home and forget about the stress of steaming your dress. This service does not cover grooms/groomsmen attire, flower girl dresses, or mother's dresses. However, you can add these services for an additional fee.

### DEDICATED BRIDAL CONSULTANT

Our Bridal Consultant will help you start your day off with hair and makeup. Working with you makeup artists and hair stylists to manage the schedule and assist where needed. She will make sure everyone gets covered and we remain on time and on task. She is also there to help you with anything you need. For example, grabbing a bag from your car if you forgot it. In addition, she will collect all of the items needed the photographer will request for detail shots (your rings, shoes, veil, dress and more)

## KEY FACTS TO KNOW

---

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.



# Price & Payment

## JOURNEY TO 'I DO'

Based on the service details outlined in our Service Package above, your service total is = **\$4,275**

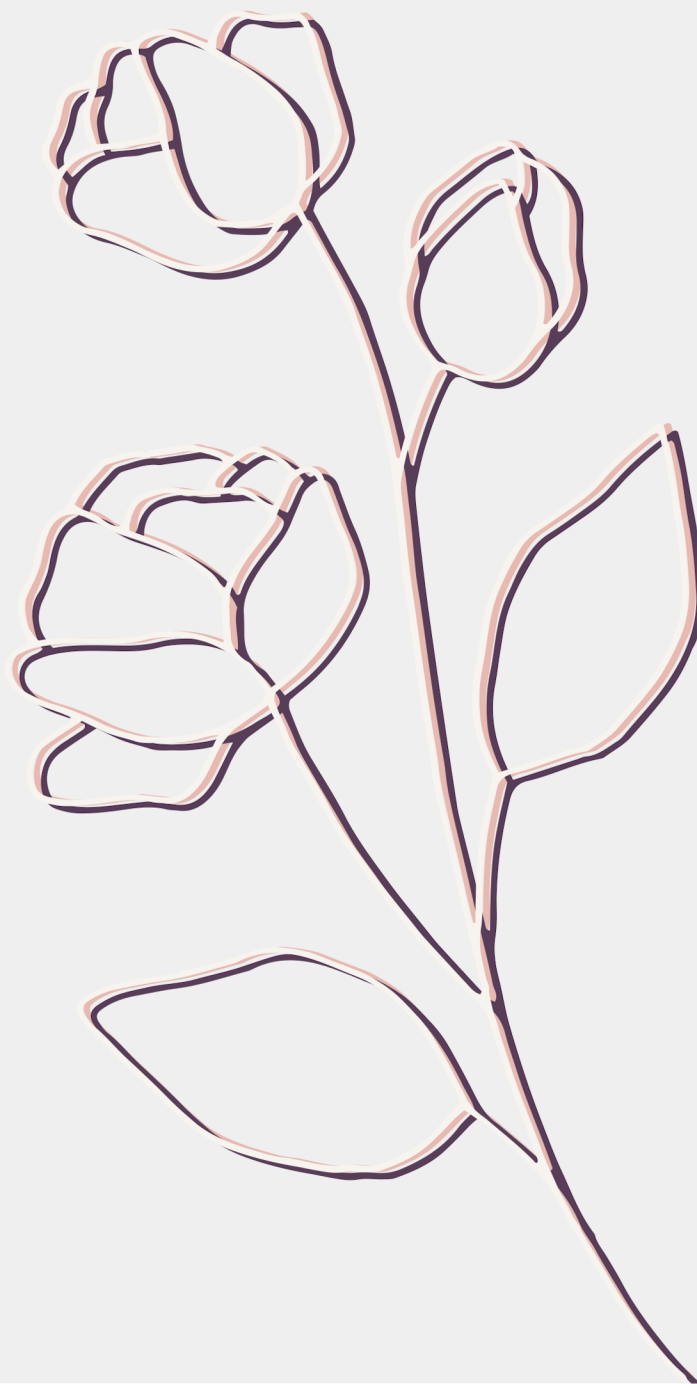
## PAYMENT ARRANGEMENT

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 planning your journey to '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%.

