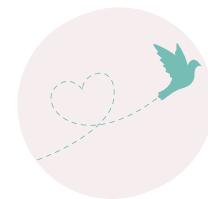


GUIDE TO OUR WEDDING PLANNING SERVICES



THREE LITTLE BIRDS



WEDDING COORDINATION JOURNEY

Introduction Meeting: Discuss your vision and our services.

Custom Package: Personalized package designed just for you.

Secure Your Date: Book our services for your wedding day.

Seamless Execution: Execute plans, oversee details, ensure smooth flow. You relax; we make your day stress-free.

Post-Event Wrap-up: Wrap up loose ends and post-wedding details. A successful and stress-free conclusion.

SHORT TIPS FOR PERFECT WEDDING COORDINATION:

Clear Communication: Communicate openly with clients, vendors, and your team.

Detailed Timeline: Plan a detailed timeline for a seamless wedding day.

Flexibility is Key: Be flexible and ready to problem-solve on the spot.

Welcome to Three Little Birds!

We're thrilled to be a part of your wedding journey. Here's a quick guide to help you understand our services and what to expect:

OUR SERVICES:

Full Wedding Planning:

Comprehensive assistance from start to finish.

Partial Wedding Planning:

Tailored help for specific planning needs.

Week-of Coordination:

Ensure a smooth wedding week & perfect wedding day.



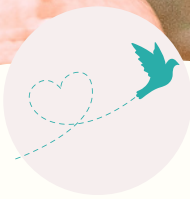
READY TO TRANSFORM YOUR DREAM WEDDING INTO REALITY?

Let's make every detail memorable. Contact us now to start crafting the perfect celebration!

CONNECT WITH US:



@3LB_Concierge



WEDDING COORDINATOR

Price Guide



WEEK-OF COORDINATION:

\$3,500

- Unlimited communication during business hours
- Two in-person planning meetings
- Timeline and layout creation
- Distribution of timeline & layout to all vendors
- Assist with monetary transactions on the day of
- Supervise & coordinate with all vendors the week of the wedding
- Rehearsal coordination
- Day of coordination
- Set up & break down of ceremony and reception sites



PARTIAL PLANNING:

\$4,000 - \$6,000

- Unlimited communication during business hours
- 3 Planning meetings
- Online shared drive for communication and files
- Design board creation
- Design input
- Assistance with booking your vendors
- Provide Preferred Vendor list
- Timeline and layout creation
- Distribution of timeline & layout to all vendors
- Assist with monetary transactions on the day of
- Supervise & coordinate with all vendors
- Rehearsal coordination
- Day of coordination
- Set up & break down of ceremony and reception sites

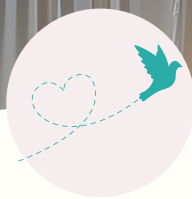


FULL PLANNING SERVICE:

\$6,500 +



- Assist with or manage booking all vendors
- On site tours & meetings
- Unlimited communication during business hours
- Detailed Itinerary for Bridal Party & family
- Design Board Creation
- Design expertise
- Negotiate pricing with vendors
- Review all contracts
- Budget Management
- Timeline and layout creation
- Distribution of timeline & layout to all vendors
- Assist with monetary transactions
- Supervise & coordinate with all vendors
- Rehearsal coordination
- Day of coordination
- Set up & break down of ceremony and reception sites



WEDDING COORDINATOR

Policy Guide



CANCELLATION

- In the event that the client wishes to cancel the services outlined in the agreement, written notice must be provided to the service provider no later than 5 days before the scheduled event date.
- If the cancellation notice is received within the 5 day window, the client will be entitled to a refund of any payments made, minus a cancellation fee. The cancellation fee will be 10% of the total agreed-upon amount, plus all expenses must be reimbursed if the Coordinator purchased anything for you, intended to cover any incurred costs and lost opportunities associated with the booking.



PHOTOGRAPHY RELEASE & NDA

- Respecting Your Privacy: A photography release will be provided as part of your contract. We will never use photos of you, your family, or your guests without your written approval.
- Showcasing Our Work: With your consent, Three Little Birds may feature event design and planning photos to highlight our services and inspire future couples.
- Optional & Flexible: Signing a photography release is optional and does not affect the quality of services provided. Your comfort and privacy always come first.
- Confidentiality Available: For clients who prefer additional discretion, Non-Disclosure Agreements (NDAs) are also available upon request.

DEPOSIT & PAYMENT POLICY

- A 50% non-refundable deposit is required to secure your wedding date.
- Remainder of original balance is due, along with any other accrued hourly fees and expenses no later than 10 days after the event.
- Payment methods accepted: Cash, Check, Venmo, Zelle, PayPal, CashApp, Credit Card
- Meals: The Client agrees to provide meals for the Wedding Coordinator and their team on the wedding day.
- Overtime: If the wedding event extends beyond the agreed-upon hours, overtime charges of \$50 per hour will apply.
- In the event of late payments, a late fee of 10% of total bill will be applied for each week that the payment is overdue.
- Parking and Transportation: The Client is responsible for providing parking or covering parking expenses for the Wedding Coordinator and any assistants or staff involved in the coordination on the wedding day. The Client will ensure convenient access to the venue for the Coordinator and their team.

WEEK-OF

PACKAGE HIGHLIGHTS: \$3,500



One Month Prior

- Collaborative session to create a minute-by-minute wedding day timeline to ensure nothing is overlooked.
- Begin vendor communication to confirm logistics and expectations.



Planning Meetings

- Up to 2 in-person planning meetings included.
- Vendor recommendations (if needed).
- Coaching, advice, and guidance on rentals, décor, and preferred vendors.



Vendor Coordination

- Confirm all vendor drop-off and pick-up times.
- Ensure all vendors and the venue receive a copy of the customized wedding weekend itinerary.



Rehearsal & Pre-Wedding

- Attend and facilitate the rehearsal.
- Provide a finalized itinerary customized to your wedding weekend.
- Create custom Itineraries for bridal party & family members



Wedding Day Management

- Arrival as early as needed to oversee and manage all aspects of set-up according to your vision.
- Remain on-site until all clean-up and breakdown are completed per venue requirements.
- Troubleshoot last-minute details so you can relax and fully enjoy your day.
- Deliver final vendor and venue payments.
- Provide support for family members or guests needing transportation or assistance.

PARTIAL PLANNING

PACKAGE HIGHLIGHTS: \$4K-6K



Planning Support:

- Unlimited communication during business hours.
- Up to 3 in-person planning meetings from time of booking to wedding day.
- Shared Google Drive folder for sharing documents, contracts, etc.
- Creation of a customized design board with professional input on overall style and aesthetic.



Vendor Assistance:

- Guidance and assistance with booking your vendors.
- Provide a preferred vendor list for trusted recommendations.
- Supervise and coordinate with all vendors throughout the process.



Timeline & Layout:

- Create a detailed wedding day timeline
- Create digital ceremony and reception layout & seating chart assistance.
- Distribute finalized copies to all vendors and the venue.



Rehearsal & Pre-Wedding

- Attend and facilitate the rehearsal.
- Provide a finalized itinerary customized to your wedding weekend.
- Create & distribute custom Itineraries for bridal party & family members



Wedding Day Management:

- Full day-of coordination, ensuring smooth flow from start to finish.
- Assistance with monetary transactions for vendors and venue.
- Oversee the complete set-up and break-down of ceremony and reception sites.

FULL PLANNING

PACKAGE HIGHLIGHTS: \$6,500+



Vendor Selection & Management:

- Assistance with booking all vendors: From photographers to caterers, I help secure the perfect team for your day.
- On-site tours & meetings: I'll accompany you to venue and vendor visits to ask the right questions and ensure nothing is overlooked.
- Vendor communication & supervision: I'll coordinate with each vendor throughout the planning process and oversee them on the wedding day to keep everything running smoothly.
- Contract review & negotiation: Every contract is carefully reviewed, and I advocate on your behalf to ensure fair terms and pricing.



Planning & Communication:

- Unlimited communication during business hours: I'm available to answer questions, provide advice, and give you peace of mind whenever you need it.
- Budget management: I'll help track expenses, manage payments, and keep your wedding on budget.
- Assist with monetary transactions: Vendor payments and final balances will be handled with accuracy and care.



Design & Aesthetic:

- Design board creation: Together we'll build a cohesive design board that captures your unique vision.
- Design expertise: I'll provide input on colors, layouts, décor, and styling to ensure every detail feels polished and intentional.



Timeline & Organization:

- Timeline & layout creation: A detailed schedule and floor plan will be built to keep the day flowing seamlessly.
- Distribution to vendors: Every vendor and the venue will receive a copy of the timeline and layout so expectations are clear in advance.
- Bridal party & family itinerary: Customized itineraries ensure your most important people know where they need to be and when.



Wedding Week & Day-Of:

- Rehearsal coordination: I'll lead and manage your rehearsal so everyone feels confident about the big day.
- Day-of coordination: From start to finish, I'll oversee every aspect of the celebration, managing logistics while you enjoy the moment.
- Set-up & breakdown supervision: I'll manage the full set-up and clean-up of both the ceremony and reception spaces according to your vision and venue requirements.

BENEFITS TO HIRING A COORDINATOR



SAY YES TO LESS STRESS

Your wedding day should be about joy, not logistics. An outdoor venue offers stunning beauty and a unique experience, but it also brings with it a few extra details to consider. That's where having a coordinator makes all the difference—ensuring everything is managed seamlessly so you and your loved ones can simply enjoy the day.



Logistics & Vendor Management:

- Outdoor venues often require all essentials to be brought in—from ice, power, and sound equipment to lighting, tents, and décor.
- With more vendors involved, the schedule becomes more complex. A coordinator keeps communication clear and ensures each delivery, setup, and pick-up happens on time and in the right place.



Weather Contingencies:

- Outdoor weddings are magical, but elements like wind or rain add extra planning considerations.
- Details such as table linens, floral arrangements, candles, napkins, and signage may need small adjustments to withstand weather. Having someone anticipate and manage these changes means nothing is overlooked.



Rentals & Borrowed Items:

- If family or friends are lending items, it's important that they're cleaned, packed, and returned safely after the celebration.
- A coordinator ensures these personal touches are handled with care, so everything makes its way back to its owner without worry.



End-of-Night Responsibilities

- Some vendors collect rentals immediately after the reception, while others return the next morning.
- A coordinator is there to oversee these pickups, making sure everything is organized and returned properly—so neither you nor your guests need to stay late or arrive early.





Let's make Every Little
Detail memorable.

Contact us now to start
crafting the perfect
celebration!

**CONTACT US
TODAY!**



910-367-5236



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