


Events by Alexis Wedding Planning Package


Wedding Planning Package – Starting at **\$2500**




- Email/text/call communication with up to 10 vendors
- 4 appointments with couple (initial appointment, 30-day appointment, 7-day appointment, and an additional appointment when necessary)
- Unlimited email/text/call communications with couple
- Up to 5 in-person vendor appointments with couple as needed
- Up to 10 hours of day-of coordination on the day of your wedding
- Personalized event checklist
- Budget assistance
- Assistance with venue booking
- Assistance with save the dates, invitations, and stationary
- Assistance with menu selection
- Assistance with hotel accommodations and negotiating room rate blocks
- Personalized seating charts and diagrams
- Day-of timeline
- Review of venue and vendor contracts
- Up to 3 venue walkthroughs
- Coordinate and lead rehearsal (up to two hours)
- Collection of items at rehearsal to be brought and set up on wedding day
- Use of Wedding Day Emergency Kit
- Greet vendors and coordinate set-up
- Ensure gifts and cards are loaded into the designated vehicle
- Disperse tips and final payments to all vendors
- Oversee and manage clean up and breakdown

This package is best designed for couples who need assistance throughout the entire wedding planning process.

Additional travel charges will be assessed for locations outside the Orlando area. Meetings or appointments in addition to what is included in this package are charged at an hourly rate.



Events by Alexis Wedding Coordination Package



Wedding Coordination Package – Starting at **\$1850**

- Email/text/call communication with up to 10 vendors
- 2 appointments with couple (initial appointment and 7-day appointment when necessary)
- Unlimited email/text/call communications with couple
- Up to 2 in-person vendor appointments with couple as needed
- Up to 10 hours of day-of coordination on the day of your wedding
- personalized seating charts and diagrams
- day-of timeline
- One venue walkthrough
- Coordinate and lead rehearsal (up to two hours)
- Collection of items at rehearsal to be brought and set up on wedding day
- Use of Wedding Day Emergency Kit
- Greet vendors and coordinate set-up
- Ensure gifts and cards are loaded into the designated vehicle
- Disperse tips and final payments to all vendors
- Oversee and manage clean up and breakdown


This package is best designed for couples who just need help staying organized and on schedule through the wedding planning process. This package focuses more on vendor communication and scheduling as well as day-of coordination.

Additional travel charges will be assessed for locations outside the Orlando area. Meetings or appointments in addition to what is included in this package are charged at an hourly rate.




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Wedding Planner

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Events by Alexis Day-of Coordination Package



Day-of Coordination Package – Starting at **\$1000**

- Email/text/call communication with all vendors
- 1 appointment with couple the week before the wedding
- Unlimited email/text/call communications with couple
- Up to 10 hours of day-of coordination on the day of your wedding
- day-of timeline
- Coordinate and lead rehearsal (up to two hours)
- Collection of items at rehearsal to be brought and set up on wedding day
- Use of Wedding Day Emergency Kit
- Greet vendors and coordinate set-up
- Ensure gifts and cards are loaded into the designated vehicle
- Disperse tips and final payments to all vendors
- Oversee and manage clean up and breakdown

This package is best designed for couples who only need help the day of their event to stay on schedule and make sure everything goes as planned.

Additional travel charges will be assessed for locations outside the Orlando area. Meetings or appointments in addition to what is included in this package are charged at an hourly rate.



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