



Wedding & Event Coordination Packages/Services

Our Services include:

Venue Selection	Staffing	Tenting & Drapery	Assistance with Out Of Town Guests
Invitation Design	Menu Selection	Favors	Transportation
Theme & Concept	Entertainment	Photography	Valet
Design & Decor	Rentals	Film Documentation	Flowers
Catering	Lighting	Hair & Makeup Professionals	Floor Layouts & Designs

...and much much more

We Cater To All Venues:

Private Homes	Museums	Meadows	Castles
Historic Estates	Custom Tents	Rooftops	Historic Sites
Yachts	Ranches	Art Galleries	Country Clubs
Hotels	Restaurants	Warehouses	Churches
Beach Clubs	Wineries	Cathedrals	Theaters

Day of Event Coordination Services

starting at \$1,000

Jordan Flowers & Events Wedding Coordination service is designed for couples who have completed all their wedding plans and want a professional to execute these plans on their wedding day. We prefer to get started at least 2 months in advance of the set wedding date.

We tie any loose ends and take care of all issues that could possibly arise so that you can enjoy your special day. The ceremony and reception will be conducted to clients requests and specifications so it will be exactly how you envisioned. On the day of the wedding, JF&E will be your communication for family, the wedding party, guests and vendors. Our team will help communicate/guide the vendors and on site help for the set up according to your time line.

Package Includes:

Part 1

Complimentary consultation prior to booking

Contract review

Accessibility by e-mail or phone for questions

consultation meeting to go over current status

Site visit at venue to review layout, floor plan, decor and other recommendations

Part 2

Communication with all vendors regarding event time line, arrival times, specifications and plan for returning of equipment, if applicable

Final consultation meeting 1-2 weeks prior to event

Personalized Time line of Scheduled Wedding Events

2 Weeks Prior to Wedding Date

A One Hour Site Inspection the Week of Your Wedding

Wedding Planning Organization Templates to Assist You

Time line of Scheduled Wedding Events

Final Calls the Week of Wedding to Vendor List and Services

Direction of Ceremony Rehearsal

Ceremony

Location Set-Up & Coordination of Vendors

One Events Coordinator and One Assistant on Your Wedding Day

Up to 10 Hours of Wedding Day Coordination

Procession and Recession Coordination

Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)

Emergency Wedding Day Kit

On-site Coordinator during wedding

Reception

Distribution of final payments to applicable vendors

Wrap up details after bride and groom depart

Oversee safe packing and transportation of gifts and cards

Ensure all rental equipment is packed and returned

Guest Coordination and Assistance

Location Set-Up & Coordination of Vendors

Grand Entrance/ Departure Coordination

Post Reception Clean-up (secure personal items, facilitate transportation, etc.)

Delivery of Gifts and Personal Items to Designated Area for Pick-up

Package Add-Ons

- Creation and delivery of hotel welcome bags
- Creation and delivery of restroom amenity baskets
- Customized bridal party schedules

"Smooth Sailing"

starting at \$1,500

Smooth Sailing Wedding package is designed for the client who wants to plan their wedding, but needs a guide through the process. We can walk you through the steps and help you plan the wedding you envisioned. The last two months are the busiest so we are here to relieve you of that. All you need is your guest list, and we help you with the rest! On your wedding day, we'll be your direct line of communication for family, the wedding party, guests and vendors. We'll conduct the ceremony and reception according to your specifications so your day is flawless. Jordan Flowers & Events Coordinator(s) will guide your vendors through set up according to your time line.

Package Includes:

First Meeting

Wedding Day Design Guidance in Areas You Still Have Left to Complete

Complimentary one hour consultation to discuss design and budget

Bride just need to bring invitation list and all Vendor information

Part I

A One Hour Site Inspection at Ceremony and Reception venue

Personalized Time line of Scheduled Wedding Events

Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor

Unlimited Communication Via Email or Phone

Ceremony Rehearsal Coordination up to 1 ½ hours

Go over services that will start 3 months prior to wedding date

Ceremony

Up to 10 Hours of Wedding Day Coordination (additional hours available for fee)

Guest Coordination and Assistance

Procession and Recession Coordination

Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)

One Coordinator and One Assistant on Your Wedding Day

Location set-up

Coordination of vendors and vendor set up

Reception

Distribution of final payments to applicable vendors

Wrap up details after bride and groom depart

Oversee safe packing and transportation of gifts and cards

Ensure all rental equipment is packed and returned

Guest Coordination and Assistance

Location Set-Up & Coordination of Vendors

Grand Entrance/ Departure Coordination

Post Reception Clean-up (secure personal items, facilitate transportation, etc)

Delivery of Gifts and Personal Items to Designated Area for Pick-up

"The Total Package"

starting at \$2,500

"The Total Package" is our no fuss, most popular wedding planning service. Its exactly as it sounds, "The Perfect Package" for the client who is always on the go with little available time to plan. We help with every detail from start to finish, so you don't have to. We help cater to the on the go couple, who want their ideal wedding, but may not have the time or availability to plan it out.

Jordan Flowers & Events will be available to you all day everyday, from the moment you book your event to the very end. You decide how involved you want to be in the planning. With our professional assistance you will be informed of deadlines and able to enjoy every minute of your wedding experience.

Package Includes:

Part 1

- Personal Vendor Referral List
- Month by Month Time line Designed to Assist
- Wedding Day Design Guidance
- Create Budget
- One hour Consultation

Part 2

- Negotiation of Vendors
- Wedding Planning Organization Templates to Assist You
- Unlimited Meetings with Couple
- Unlimited Communication via Email and Phone

Part 3

- 11 hours on Wedding Day with JF&E Coordinators (additional hours available for fee)
- Review Vendor Deposits & Payments Due
- Transportation Coordination
- Guest Gift Basket
- Coordination of Bridal Party Lunch on Wedding Day
- Room Block Coordination
- Marriage License Information
- Seating Chart and Floor Plan Design
- Venue Liaison
- Relay Final Head Count

Up to Two One Hour Site Inspections at Ceremony and Reception venue
Personalized Time line of Scheduled Wedding Events
Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
Ceremony Rehearsal Coordination for an hour
Two coordinators on your wedding day

Ceremony

Bride & Groom morning check in call
Guest Coordination and Assistance
Procession and Recession Coordination
Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
Distribute Final Payment & Gratuities to Vendors (paid by client)
Emergency Wedding Day Kit

Reception

Guest Coordination and Assistance
Location Set-Up & Coordination of Vendors
Grand Entrance/ Departure Coordination
Post Reception Clean-up (secure personal items, facilitate transportation, etc)
Emergency Wedding Day Kit
Delivery of Gifts and Personal Items to Designated Area for Pick-up

"A la Carte"

Prices vary by services chosen

This package is for the client who knows exactly what they want, and wants nothing further. We provide you with an itemized list of services and you pay per service request.