

Packages

A. Just the Basics

B. Beyond the Basics

C. The Premium

D. The Premium Plus

E. A-La-Carte Services

**Initial Complimentary Meeting**

This meeting is included with each service or with each package and is the perfect way to determine if Trés Belle Events special event consultants are the right fit for your personality, your style and your event. Designed to be a comfortable, casual meeting specifically to come together to understand each other, we will touch on your wedding goals, ideas, style, preferences, budget and many other topics that pertain to your event. This discussion will be as detailed as you want it to be. If we both feel that we can work well together then we set up our in depth Complimentary Consultation. After this meeting you are allowed unlimited calls and e-mails to answer any questions or concerns that we may not have covered in our meeting. Our Initial Complementary meeting will include the following brief discussions:

* Presentation and explanation of your bridal profile
* Budget concerns and expectations
* Discuss guest list limitations determined by budget size
* Style, vision and ideas for your wedding
* Review decoration ideas, vision and colors
* Discuss your overall wedding goals
* Review portfolio of Trés Belle Events previous events
* Explanation of Trés Belle Events services
* Review and discuss Trés Belle Events contract
* Review venue choices and options
* Discuss optional payment plans

|  |
| --- |
| Just the Basics "Day of"  **Package A / package price $1,500**  This is the perfect simple “Day Of” package for the organized, detailed bridal couple who  has the time and desire to take care of all the wedding planning and details themselves  but feel that they need guidance; advice and direction from someone with experience along  the way and needs a coordinator to attend and direct the rehearsal, wedding and reception.  This package is designed to get you started on the right foot and includes three distinct  meetings after the complimentary Consultation.  **In- depth Consultation for Planning and Guidance**  (scheduled after receipt of signed contract and deposit)  • Completion of your bridal profile  • High level discussion of your budget according to package chosen  • Review your ideas and vision for the wedding and reception  • Review desired locations, options along with pro’s and con’s of each site  • Venue insight, advise, comparisons and recommendations  • Review style, theme, color choices and size of wedding  • Share our creative ideas and suggestions to compliment your style  • Review and discuss your desired vendors  • Vendor referrals that fit your needs and budget  • Customized task list provided after meeting  **Midway Planning and Guidance Meeting**  • Review Vendors selected for services, review services included by each  • Review Venue selected and discuss floor plan, rain plan and layout  • Review items included in Venue contract  • Provide customized list of additional items needed  • Discuss additional services needed, such as valet, security,  Lighting, beverage, entertainment, etc.  • Advise Client of vendor selections on additional services  • Provide revised task list after meeting  • Provide revised budget and payment worksheet after meeting  **Final Planning and Guidance Meeting with Review of overall Plan**  • Review all contracts and discuss to ensure no detail has been overlooked  • Finalize Vendor List and times of deliveries  • Provide detailed timeline and floor plan  • Highlight and discuss items needed to be included in Timeline  • Discuss wedding ceremony, design and style as well as musical selections  • Discuss who will perform each task at the ceremony  • Design lineup of wedding party and discuss cueing  **Wedding Rehearsal**  • Wedding Consult will attend for one hour  • Direct rehearsal flow, advice, coordinate and suggest ceremony details  • Discuss who will be responsible for rings and other ceremony duties  • Transport items from rehearsal to wedding (size limits apply)  **Wedding Day**  • Wedding Consultant will attend / arriving 2-3 hours prior to wedding start time  • Direct Wedding Ceremony and Reception  • Over see vendor arrival / main point of contact for vendors  • Ensure décor is set according to plan  • Transport items from ceremony to reception (size limits apply)  • Direct reception flow with introduction of bride and groom, first dance, cake cutting  and toast  • Design, direct and plan bride and grooms exit  • Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)  • Distribute any remaining payments or gratuities to vendors as needed  • Pin flowers on family and attendants, distribute bouquets and oversee all other floral  placements  •Bustle bridal gown for reception (must be shown how by seamstress)  • Ensure timeline is followed and according to plan  • Handle any discrepancies, last minute details, bridal party issues or tardy vendors  as needed  • Set-up items: toasting glasses, cake cutter, guest book, place cards, photo’s, etc.  • Box up all remaining cake and prepare to go meal if needed, distribute favors to guests.  • Help load gifts, personal items and keepsake items into designated vehicles and to  assigned persons  **Note:**  Included in the basic package are unlimited calls, text, and emails before and after each meeting. Also included  Your choice of 3 meetings for the consultant to attend (each meeting is limited to 1 hour).  We recommend additional assistants for large events and for events with extensive detail,  decorating and set-up requirements. Priced upon request. |

|  |  |
| --- | --- |
| Beyond the Basics  **Package B/ package price $1,900**  This is our most comprehensive Day-of package and is the perfect package for the bridal  couple that wants a life outside of planning the wedding, yet still feels that they want to be  in control. This package eliminates the stress of selecting the right vendors and adds the  fun back into getting married. From the moment of engagement, you, your fiancé and your  family can relax and enjoy the journey. This package includes everything from Just the  Basics / Package A / plus the attendance at most venue and vendor meeting.  **In- depth Consultation for Planning and Guidance**  (scheduled after receipt of signed contract and deposit)  • Completion of your bridal profile  • High level discussion of your budget according to package chosen  • Review your ideas and vision for the wedding and reception  • Review desired locations, options along with pro’s and con’s of each site  • Venue insight, advise, comparisons and recommendations  • Review style, theme, color choices and size of wedding  • Share our creative ideas and suggestions to compliment your style  • Review and discuss your desired vendors  • Vendor referrals that fit your needs and budget  • Customized task list provided after meeting  • Client will arrange vendor meetings and consultant will attend up to 3 meetings  • Client will arrange venue previews and consultant will attend up to 3 previews  • Determine your goals for the wedding  • Create a personalized design concept  • Assist with design of Wedding and Grooms cakes  • Offer Guidance with proper etiquette when needed  • Provide information on obtaining marriage license on request  **Midway Planning and Guidance Meeting**  • Review Vendors selected for services, review services included by each  • Review Venue selected and discuss floor plan, rain plan and layout  • Review items included in Venue contract  • Provide customized list of additional items needed  • Discuss additional services needed, such as valet, security, lighting, beverage,  entertainment, etc.  • Advise Client of vendor selections on additional services  • Provide revised task list after meeting  • Provide revised budget and payment worksheet after meeting  **Final Planning and Guidance Meeting with Review of overall Plan**  • Review all contracts and discuss to ensure no detail has been overlooked  • Finalize Vendor List and times of deliveries  • Advise on structure of Timeline  • Highlight and discuss items needed to be included in Timeline  • Discuss wedding ceremony, design and style as well as musical selections  • Discuss who will perform each task at the ceremony  • Design lineup of wedding party and discuss cueing  • Design and supply detailed Timeline after meeting  • Schedule and attend on-site planning meeting with Venue  • Schedule and attend on-site planning meeting with Caterer, Florist and other vendors  • Design floor plan for reception  • Wedding ceremony consultation, guidance and design  **Wedding Rehearsal**  • Wedding Consult will attend for one and one half hour  • Direct rehearsal flow, advice, coordinate and suggest ceremony details  • Discuss who will be responsible for rings and other ceremony duties  • Transport items from rehearsal to wedding (size limits apply)  **Wedding Day**  • Wedding Consultant will attend / arriving 2-3 hours prior to wedding start time  • Direct Wedding Ceremony and Reception  • Over see vendor arrival / main point of contact for vendors  • Ensure décor is set according to plan  • Transport items from ceremony to reception (size limits apply)  • Direct reception flow with introduction of bride and groom, first dance, cake cutting and  toast  • Design, direct and plan bride and grooms exit  • Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)  • Distribute any remaining payments or gratuities to vendors as needed  • Assist florist Pinning flowers on family and attendants, distribute bouquets and oversee  all  other floral placements when needed  • Bustle bridal gown for reception (must schedule appointment with seamstress)  • Ensure timeline is followed and according to plan  • Handle any discrepancies, last minute details, bridal party issues or tardy vendors as  needed  • Set-up items: toasting glasses, cake cutter, guest book, place cards, photo’s, etc.  • Box up all remaining cake, prepare to go meal if needed, distribute favors to guests.  • Help load gifts, personal items and keepsake items into designated vehicles and to  assigned persons  **Note:**  Included in the Beyond the Basics Package are unlimited phone calls and e-mails along  with 5 discretionary hours to use as you see fit.  We recommend additional assistants for large events and for events with extensive detail,  decorating and set-up requirements. Priced upon request.   |  | | --- | | The Premium  **Package C / package price $3,900**  This is our most popular and comprehensive package. Many clients like the convenience  of adding on al-la-carte services to customize this package to fit their needs. In this  package we take charge of your event and eliminate all the pressure and stress of  designing the perfect flawless day, but with your style and taste in mind. We design  the look, schedule and accompany you to appointments, assist with your attire selection,  direct the rehearsal and orchestrate a beautiful ceremony and reception down to the  last detail.    **In- depth Complimentary Consultation for Planning and Guidance**  (scheduled after receipt of signed contract and deposit)  • Completion of your bridal profile  • High level discussion of your budget according to package chosen  • Review your ideas and vision for the wedding and reception  • Review desired locations, options along with pro’s and con’s of each site  • Venue insight, advise, comparisons and recommendations  • Review style, theme, color choices and size of wedding  • Share our creative ideas and suggestions to compliment your style  • Review and discuss your desired vendors  • Vendor referrals that fit your needs and budget  • Customized task list provided after meeting  • Arrange and attend all vendor meetings (limit 5 appointments)  • Arrange and attend Venue previews (limit 5 previews)  • Determine your goals for the wedding  • Create a personalized design concept  • Planning, development and management of wedding budget  • Monthly review of budget and revise as needed  • Prepare calendar of payments, deadlines and appointments  • Provide complete wedding planning checklist  • Act as liaison between you and all vendors  • Assist with design of Wedding and Grooms cakes  • Offer Guidance with proper etiquette  • Provide information on obtaining marriage license upon request  • Recommend State of the Art Lighting and Audio applications  • Provide list of accommodations for out of town guests  • Accompany bride and groom to choose attire for the wedding  **Midway Planning and Guidance Meeting**  • Review Vendors selected for services, review services included by each  • Review Venue selected and discuss floor plan, rain plan and layout  • Review items included in Venue contract  • Provide customized list of additional items needed  • Discuss additional services needed, such as valet, security, lighting, beverage,  entertainment, etc.  • Advise Client of vendor selections on additional services  • Provide revised task list after meeting  • Provide revised budget and payment worksheet after meeting  • Vendor follow-up and confirmations  • Review all vendor contracts and discuss  • Review wedding checklist and revise  • Discuss Favors for reception  • Assist with selection, ideas and wording for invitations, programs and save the  date cards  • Assist with design and wording of menu cards and place cards  • Assist with design of seating chart  **Final Planning and Guidance Meeting with Review of overall Plan**  • Review all contracts and discuss to ensure no detail has been overlooked  • Finalize vendor list and times of deliveries  • Advise on structure of timeline  • Highlight and discuss items needed to be included in timeline  • Discuss wedding ceremony, design and style as well as musical selections  • Discuss who will perform each task at the ceremony  • Design lineup of wedding party and discuss cueing  • Design and supply detailed timeline after meeting  • Schedule and attend on-site planning meeting with venue  • Schedule and attend on-site planning meeting with caterer, florist and other vendors  • Design floor plan for reception  • Wedding ceremony consultation, guidance and design  • Rehearsal consultation, suggestions, guidance and design  • Make arrangements to meet with groom and his parents to plan and design rehearsal  dinner  **Final Walk-through**  • Meet at venue to discuss and finalize floor plan, menu and rain plan  • Meet with florist to review plan and design for wedding and reception  • Meet with caterer and bar beverage service to finalize plans  **Wedding Rehearsal**  • Wedding Consultant will attend for one and one half hours  • Direct rehearsal flow, advice, coordinate and suggest ceremony details  • Discuss who will be responsible for rings and other ceremony duties  • Transport items from rehearsal to wedding (size limits apply)  **Wedding Day**  • Wedding Consultant will attend / arriving 2-3 hours prior to wedding start time  • Direct Wedding Ceremony and Reception  • Over see vendor arrival / main point of contact for vendors  • Ensure décor is set according to plan  • Transport items from ceremony to reception (size limits apply)  • Direct reception flow with introduction of bride and groom, first dance, cake cutting  and toast  • Design, direct and plan bride and grooms exit  • Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)  **Wedding Day continued**  • Distribute any remaining payments or gratuities to vendors as needed  • Assist Florist Pinning flowers on family and attendants, distribute bouquets and  oversee all other floral placements  • Bustle bridal gown for reception (must schedule appointment with seamstress)  • Ensure timeline is followed and according to plan  • Handle any discrepancies, last minute details, bridal party issues or tardy vendors as  needed  • Set-up items: toasting glasses, cake cutter, guest book, place cards, photo’s, etc.  • Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.  • Help load gifts, personal items and keepsake items into designated vehicles and to  assigned persons    **Note:**  Included in the Classic Package are unlimited phone calls and e-mails .  We recommend adding a third wedding assistant for weddings of 100 or more guests.  For intensive décor and set-up, more staff may be required. Extra staffing priced upon  request.  The Premium Plus  **Package D / prices beginning at $5,900**  This package was designed with the out-of town bridal couple and the career couple  in mind. When your life is simply too busy to handle the hours and hours of planning  that weddings require, choose this package for a stress free event. We review all your  wedding wishes and requirements, take charge of your budget and make all the  decisions, hire all the vendors, negotiate all your contracts, create your wedding décor,  handle etiquette issues, favors, welcome baskets, hotel rooms, transportation, rehearsal  dinner, invitations, save the day cards. In addition we include post wedding day services  that include the return of rental items, return of Tuxedo rentals, florist supplies, cake  stands and cake pieces, deliver wedding dress to cleaners for cleaning and preservation.  You can be as involved or un-involved as you wish. We supply you with weekly e-mail  updates and phone calls to keep up informed of our progress. We include unlimited  meetings, e-mails and phone calls. Sit back, relax and allow us to do all the work exactly  as if you had done it yourself.  **Initial In depth Complimentary Consultation for Planning and Guidance**  (scheduled after receipt of signed contract and deposit)  • Completion of your bridal profile in detail  • High level discussion of your budget  • Discussion of your wedding priorities  • Review your ideas and vision for the wedding and reception  • Review desired locations, options along with pro’s and con’s of each site  • Venue insight, advise, comparisons and recommendations  • Review style, theme, color choices and size of wedding  • Share our creative ideas and suggestions to compliment your style  • Review and discuss your desired vendors  • Vendor referrals that fit your needs and budget  • Customized task list provided after meeting  • Arrange and attend all vendor meetings  • Arrange and attend Venue previews  • Determine your goals for the wedding  • Create a personalized design concept  • Planning, development and management of wedding budget  • Monthly review of budget and revise as needed  • Prepare calendar of payments and deadlines  • Provide complete wedding planning checklist  • Act as go-to person with all vendors  • Design of Wedding and Grooms cakes  • Offer Guidance with proper etiquette if requested  • Provide information on obtaining marriage license  • Recommend and arrange State of the Art Lighting and Audio applications  • Provide list of accommodations for out of town guests  • Arrange room blocks for all out of town guests  • Accompany bride and groom to choose attire for the wedding  **Midway Planning and Guidance Meeting**  • Review Vendors selected for services, review services included by each  • Review Venue selected and discuss floor plan, rain plan and layout  • Review items included in Venue contract  • Provide customized list of additional items needed  • Advise client of additional services needed, such as valet, security, lighting, beverage,  entertainment, etc.  • Advise Client of vendor selections on additional services  • Provide revised task list after meeting  • Provide revised budget and payment worksheet after meeting  • Vendor follow-up and confirmations  • Review all vendor contracts and discuss  • Provide wedding checklist  • Discuss Favors for reception  • Design selection, ideas and wording for invitations, programs and save the date cards  • Design layout and wording of menu cards and place cards  • Design of seating chart  **Final Planning and Guidance Meeting with Review of overall Plan**  (30 days prior to wedding)  • Review all contracts and discuss to ensure no detail has been overlooked  • Finalize Vendor List and times of deliveries  • Advise on structure of Timeline  • Highlight and discuss items needed to be included in Timeline  • Discuss wedding ceremony, design and style as well as musical selections  • Discuss who will perform each task at the ceremony  • Design lineup of wedding party and discuss cueing  • Design and supply detailed Timeline after meeting  • Schedule and attend on-site planning meeting with Venue  • Schedule and attend on-site planning meeting with Caterer, Florist and other vendors  • Design floor plan for reception  • Wedding ceremony consultation, guidance and design  • Rehearsal consultation, suggestions, guidance and design  • Make arrangements to meet with groom and his parents to plan and design  rehearsal dinner  **Final Walk-through**  • Meet at venue to discuss and finalize floor plan, menu and rain plan  • Meet with Florist to review plan and design for wedding and reception  • Meet with caterer and bar beverage service to finalize plans  **Wedding Rehearsal**  • Wedding Consultant will attend for one and one half hours  • Direct rehearsal flow, advice, coordinate and suggest ceremony details  • Discuss who will be responsible for rings and other ceremony duties  • Transport items from rehearsal to wedding (size limits apply)  **Wedding Day**  • Wedding Consultant will attend / arriving 2-3 hours prior to wedding start time  • Direct Wedding Ceremony and Reception  • Over see vendor arrival / main point of contact for vendors  • Ensure décor is set according to plan  • Transport items from ceremony to reception (size limits apply)  • Direct reception flow with introduction of bride and groom, first dance,  cake cutting and toast  • Design, direct and plan bride and grooms exit  • Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)  • Distribute any remaining payments or gratuities to vendors as needed  • Assist florist with pinning flowers on family and attendants, distribute bouquets and  oversee all other floral placements  • Bustle bridal gown for reception (must attend final fitting with seamstress)  • Ensure timeline is followed and according to plan  • Handle any discrepancies, last minute details, bridal party issues or tardy vendors as  needed  **Wedding Day continued**  • Set-up items: toasting glasses, cake cutter, guest book, place cards, photo’s, etc.  • Prepare to-go meals for bride and groom  • Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.  • Help load gifts, personal items and keepsake items into designated vehicles and to  assigned persons  **Note:**  Included in the Classic Plus Package are unlimited phone calls and e-mails.  We recommend that you add additional staff for weddings over 150 guests. For intensive  décor and set-up, more staff may be required. Extra staffing priced upon request. | |

**Additional A-La-Carte Services:**

* Timeline Template ($150)
* Additional Consultant ($50 per hour) (advance notice) (min. 6 hours)
* Additional Meeting Time ($25 per hour)
* Event décor + Concept (Priced Upon Request)
* Destination wedding planning (Priced Upon Request)
* Entertainment booking service (Priced Upon Request)
* Equipment rentals (Priced Upon Request)
* Linen rentals (Priced Upon Request)
* Transportation arrangements ($150)
* Honeymoon arrangements ($250)
* RSVP service (Priced Upon Request)
* Invitation design and consultation (Priced Upon Request)
* Honeymoon suite décor (Priced Upon Request)
* Valet parking and designated driver (Priced Upon Request)
* Venue search (Priced Upon Request)
* Every visit over 10 miles is $50