

TRINITY EVENTS

WEDDING PLANNING & DESIGN





Day-Of Coordination

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Services begin 60 days prior to Wedding Day

INVESTMENT: \$2,250

IN A NUTSHELL

CONTRACT SIGNING

- Monthly-to-Month Planning Booklet (Choice of Paperback or Online)
- Preferred Vendor List
- Trinity's Inventory List
- Tips for Tipping
- Budget Allocation document
- And many more...

TRINITY'S SERVICES BEGIN (60 DAYS PRIOR)

- Unlimited Communication
- Weekly meetings with "Homework"
- Vendor Confirmations
- Vendor Communication
- Final Budget Allocation
- Venue walk-through
- Final strategy on design inspiration
- Manage & direct all logistical components
- Curation of Vision Board
- Customized Layouts
- Timeline Creation
- Finalization of all details
- Access to Trinity Events Rentals (at no charge)

REHEARSAL & WEDDING DAY

- Lead and direct Rehearsal
- Dedicated team of 2 planners, 2 designers, 1 content creator, and 1 producer
- Lead and direct bridal party, family, and vendors
- Receive orders and ensure accuracy
- Handle ALL unforeseen hiccups and redirect accordingly
- Set-up & Tear down of Ceremony and Reception space
- Load a designated vehicle with all your items at the end of the night
- Behind-the-Scenes content creation





IS THIS THE RIGHT PACKAGE FOR YOU?

Some of our clients are excited to tackle the planning + design process on their own. They have a great support system, a design concept in mind, and are very organized. If this describes you then the Day-Of Package is all you need.

Let's face it, you are a take-charge type of person. You know what you want and are excited to get started. This package allows you to do just that! We give you our Month-to-Month Planning Book (along with other documents) to guide you through each step. As long as you stick to the this you'll be in great shape. In the middle of planning, if you find yourself stuck making a decision or just want some insight, give us a call! We'd be more than happy to chat.



A FEW MORE DETAILS

For the Day-Of Package, we step in 60 days prior to take things over. At this point all vendor communication will go through us; we will assess the potential “gaps” in your planning and begin tying up loose ends. Once our final documents are approved by you, they’re sent out to your awesome vendor team.

On wedding day, when the planning is finished, you’ll feel confident in the decisions you’ve made and be ready to say, “I DO”.

As we direct and facilitate every logistic of the day, you’ll be able to relax and soak up the memories. We are truly invested in making sure your vision comes to life, which is feasible since we come to every wedding with a staff of six. Nothing falls through the cracks! However, if a “hiccup” arises, we will discretely handle it by configuring a solution and producing a resolution.

The end of the night comes quicker than you’d like but don’t worry, we’ve loaded all your items in a dedicated vehicle, charged your phones, have begun cleaning the event space, and will send you off with memories that last a lifetime.

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