

*We will bring Your Vision to Life*

## About us

Congratulations on your engagement! L.A Events LLC is a full service Event planning & design company based out of Cincinnati, Ohio. We specialize in creating each wedding unique to our clients. Our goal is to take our client's vision and make it into reality.

We believe that every couple should be treated like the guest of honor during the entire planning process. We take care of every detail, so that you and your family will be stress-free and can relax on your big day.

Through a creative and collaborative process, we'll work closely with you to see your event through from early conception to final production. Our event planners will make sure everything runs smoothly and goes according to plan. Let us help you plan a truly memorable experience!

### Let us make your Big Day Special!

- Full Service Event Planning
- Day of Coordinating
- Wedding Design & Décor

*You said Yes! Let us do the rest!*



L.A Events LLC  
(513) 620-3358  
Laeventscincy@gmail.com

# Our Packages

## *Day of Wedding Coordinator - \$650.00*

The day of wedding service is designed for the couple who has completed all their wedding plans and wants a professional to execute these plans on their wedding day. Our day of wedding planning services begin two months out.

### Before your big day

- Will review and finalize any arrangements that the couple has previously made with other vendors
- Unlimited phone and email contact – 2 months prior to your wedding
- Creation of detailed wedding day timeline for ceremony and reception
- Conduct wedding rehearsal the week of the wedding – up to 2 hours

### Your big day

- Wedding Day Coordination – direct and organize bridal party for ceremony & reception entrance, pictures, and reception events.
- Distribute flowers to wedding party and family members
- Two professional wedding coordinators
- Vendor management at wedding
- Distribute wedding timelines to vendors and cue them when important events will take place such as first dance, cake cutting etc.
- Handle any discrepancies, last minute details, bridal party issues, guest needs or questions
- Ensure proper flow of dinner service
- Distribute final payments to vendors
- Assist with loading wedding gifts in departure car and coordinating formal send off



# Our Packages

## *Partial Wedding Planning - \$1500.00*

The venue is selected, and a handful of vendors are hired. Now what? Our partial planning package is the guidance you need to achieve the professional execution of your event. We will work together to maximize your vision, hire the remaining vendors, and work out the logistics for your big day!

### Everything included in the day of wedding coordinating package plus:

- 2 in-person planning meetings
- Unlimited phone and email contact – 6 months prior to your wedding
- Attendance at 3 vendor meetings (cake tasting, food tasting, dress fitting etc.)
- Creation of your customized monthly wedding to-do list that includes a schedule and reminders for all vendor payments
- The remaining vendor recommendations based on style and budget
- Assistance with design elements of your wedding including wedding stationary, attire, and décor

*We offer the Perfect Package*

## Our Packages

### *Full-Service Wedding Planning*

**\$2000.00**

This package is for the couple who is looking for assistance and guidance throughout the entire planning process. From your engagement to the day of, we will plan your wedding with you to ensure a fun and flawless wedding for you (and your family) to enjoy!

#### Everything included in the partial planning package plus:

- Creation of customized budget spreadsheet for your wedding with advice on where to cut and where to splurge
- Up to 5 in-person planning meetings
- Attendance to vendor meetings and venue walkthroughs
- Budget guidance to keep you on track
- Unlimited email and phone contact throughout the entire wedding planning process
- Assistance with developing your style, colors, theme, and incorporating your unique signature into your day
- Vendor negotiations and bookings
- Find and select venues and vendors based on your budget, style, and guest list
- Assist with the selection of wedding attire and accessories – and accompaniment to attire fittings, if desired
- Point of communication for vendors and venues and will schedule meetings based off your schedule
- Accommodation bookings/room blocks for out of town guests including a welcome letter that includes wedding itinerary, notable things to do in the area, and directions to wedding.



## The Process

First, we will have an initial planning consultation to discuss your wedding style, determine your goals, your inspirations, and priorities. We will then put a plan in place for moving forward with planning and design.

To hire L.A Events as your professional wedding planner, we require a 25% deposit to hold your date and began our planning services.

The listed packages are for *wedding planning and coordinating services only*. Wedding design and décor packages can be added (once your venue is secured) in addition to these services and will be customized to your décor needs, style and budget.



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