



Specializing In Creating a Memorable & Impressive Event

The Rose Full Package: \$2,995

With this comprehensive package, you will have the luxury of having peace of mind leading up to your special event and knowing that, Totally Beautiful Moments team will take care of every aspect of the planning and execution process, from the beginning to the last detail. We will attend all appointments, serve as your point-person with vendors, and perform all of the groundwork and negotiations on your behalf. Our most comprehensive service, the Rose package will transform the otherwise exhausting and complicated process of planning your event into a fun, creative, and stress-free experience.

Services include but are not limited to:

- Phone & email correspondence from day of contracted service through your event day
- Recommended vendor list & suggestions
- Coordinator's presence at unlimited site visits
- Customized list of preferred vendors
- Coordinator's presence at unlimited vendor meetings, menu tasting & design sessions
- Thorough review of all contracts
- Personalized event checklist and budget
- Appointment scheduling & reminders
- Guidance with music selection and speech
- Assistance with obtaining a marriage license
- Wedding day Itinerary
- Assistance with preparation of invitation
- Negotiation of prices & fees with all vendors
- Assistance in the development of creative ideas, defining your unique style and choosing a color
- Budget guidance & maintenance
- Order placement, delivery and pick-up arrangements of all rental items
- Assistance with preparation of seating charts, diagrams, table numbers, place-cards and favors
- Transportation and accommodation arrangements
- Assistance and advice for out-of-town attendees
- Itemized packing list for the Bride and Groom for the rehearsal and wedding day

- Organization of a detailed event time line to be provided to you, your bridal party and family, as well as all vendors
- Confirmation of all arrangements with venue and vendors prior to wedding day
- Coordination of the wedding rehearsal
- Complete wedding day management from start to finish – please see "Calla Lily" package below for details

* As all our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the range of coordination services and time required, the number of months lead time and travel (if necessary).

The Tulip Partial Package: \$1,895

The Tulip package is the perfect solution for those couples who wish to take a hands-on approach to the planning of their event but would like the direction and assistance of a professional to make the process less overwhelming. You will receive all of the extensive consultation services that come with the Rose package, but instead of having TBM make the arrangements and execute the plans, you will carry out these tasks with our guidance. Our goal for you is to save time, money and stress by supplementing your hard work with our expertise

Services include:

- Phone & email correspondence from the day of contracted service through your wedding day
- Venue research and suggestions
- Customized list of preferred vendors
- Thorough review of all contracts
- Personalized wedding checklist and budget
- Assistance with selection of attire for bride, groom and bridal party
- Guidance with music selection and speeches
- Assistance with obtaining a marriage license
- Assistance with custom invitation preparation and printing
- Negotiation of prices & fees with all vendors
- Assistance in the development of creative ideas, defining your unique style and choosing a color
- Coordinator's presence on menu tasting with caterer and advice with selection
- Guidance with guest list management and seating planning
- Advice for accommodations for out-of-town attendees, activities, and welcome gifts
- Organization of a detailed event time line to be provided to you, your wedding party and family, as well as all vendors
- Confirmation of all arrangements with venue and vendors prior to the day of the wedding day
- Coordination of the wedding rehearsal
- Complete wedding day management from start to finish – please see "Calla Lily" package below for details

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The Calla Lily Midway Package: \$1,695

With all of the planning and organization completed, it's time to let go of the reins and have TBM step in to ensure that all your efforts result in an tranquil, memorable, and flawless event. As part of our Calla Lily package, we will meet with you approximately one month before the day of your event in order to familiarize ourselves with every detail and nuance of your special occasion. In the subsequent weeks, we will work closely with you to create a thorough time line, determine final tasks, and contact your vendors to confirm all arrangements.

Services include:

- Coordination of rehearsal dinner
- Review of wedding day itinerary with bridal party and family members
- Full rehearsal of ceremony, including processional and recessional, with bridal party & family
- Instruction on seating plans and special arrangements for ushers
- Review of checklists with bride & groom
- Full wedding day coordination with the aid of at least one assistant
- Supervision of vendor arrival and set-up
- Assisting the bride & groom, family and wedding party with preparation and photo schedules
- Ensuring proper placement of place-cards, favors, programs and other ceremony & rehearsal items
- Coordination with officiant, musicians, readers and soloists before ceremony begins
- Distribution of all personal floral pieces, including bouquets, boutonnieres, corsages, and flower girl accessories
- Organization of processional line-up and cues
- Preparation of the Bride for her walk down the aisle
- Final touch-ups to ceremony and reception areas prior to guest arrival
- Vendor cues throughout the course of the event including assisting DJ or MC with scheduling, supervision of meal service, and other activities
- Liaison for all guest questions and concerns
- Collection and packing of any gifts and personal items such as toasting glasses, cake topper, cake knife and server
- Distribution of all gratuities to specified vendors
- Coordination with post-reception transportation
- Wedding day emergency kit, for all the circumstances we didn't plan for

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The Day of Coordination Package: \$1395

This service is designed for our clients who have already planned their event from start to finish, but don't want to worry about anything on the big day and require day-of coordination services. Whether it's a corporate luncheon, off-site, or fund raiser, we know that you would rather relax, not worry about details, nor run around dealing with logistics. With our day-of coordination service we will manage all of the on-site logistics down to the last detail. Prior to the event, we will meet with you and walk through the details of your event. On the day-of your event, TBM will take over so that you can relax knowing everything is taken care of. We offer a wide range of a la carte services to suit every need. If you are interested in a service that is not outlined, feel free to ask. After all, it's your event your way!

Services include:

- Two (2) hour consultation in order to gather all needed information about your event
- Walk through of all venues
- Create a master list of vendors and other important contacts for the day
- Develop and distribute Wedding Day Timeline, directions and maps to all vendors
- Coordinate, trouble-shoot and manage all aspects on the day of the event

- Additional consultation can be added if necessary
- Design consultations
- Vendor/venue referral
- Budget guidance & management
- Time lines, schedules and checklists
- Assistance coordinating the rehearsal dinner

Oversees your Wedding Ceremony

- Unlimited hours of service on your wedding day
- Manage wedding vendors per your instructions in person or by telephone during the entire wedding day to assist vendors with any problems or questions
- Manage wedding party
- Manage vendor & décor setup at ceremony/reception
- Organize & distribute all person flowers to wedding party, family member & special guests
- Provide Bridal Emergency Kit-aspirin, energy bars, mints & sewing kit
- Facilitate the wedding ceremony
- Take care of special seating
- Check for any items necessary to properly conduct the ceremony
- Assist with programs, wedding bubbles and petals
- Oversee usher and guest book attendants
- Making sure that all members of the wedding party are looking picture perfect
- Brush tuxes so that they are lint free
- Check ladies gowns, bra straps & hair
- Properly line up processional & cue musicians
- Place table names, place cards, favors, toasting glass and serving set per your instructions
- Bustle bride's gown
- Assist with signing of marriage certificate
- Ensure payment of vendors tips & balances
- Be prepared to meet any emergency situation that may arise

Oversees your Wedding Reception

- Check floral & cake delivery
 - Oversee room setup(party favors, toasting flutes & table seating)
 - Arrange gift and guest book table
 - Cue Bride & Groom for each event (cake cutting and toasts)
 - Handle vendor payment and tips
 - Pack up all gifts and personal items & arrange to be given to responsible person
 - Stay the entire day so you don't have to worry about anything
 - Unlimited phone calls and emails
 - Return up to 2 items to vendors (example: florist items and cake tiers)
 - Mail marriage license (If needed)
- Maintain timing of each event and coordinate with photographer, videographer and musicians

We offer Payment plans on all packages!

Call today for a complimentary consultation to start planning your DREAM WEDDING! All packages will require 1/2 down at time of booking. **Ask TBM about Decor packages!** Teresa McCalop, MBA, Owner of Totally Beautiful Moments Events 919-591-5730. As all our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the range of coordination services and time required, the number of months lead time and travel (if necessary).