

desiree carol

SPECIAL EVENTS

*Turning Dreams into Reality,
Creating Memories that Last a Lifetime.*

WEDDINGS

Every great event starts with organized details while executing them brilliantly. Desiree Carol provides creative, elegant, & professional design in a variety of options to assist in making your wedding as perfect as you have imagined it. Because in your dreams, every detail matters.

Coordination ~ Creativity ~ Class





WELCOME



Desiree Carol is a 3rd generation participant in the special event industry who requires a high level of standard in quality, service, and professionalism from her entire team.

Her strategic alliance with select vendors allows you peace of mind. She is a California Certified Florist, Coordinator, and Makeup Artist.

Whether you need assistance with a wedding ceremony, wedding reception, anniversary, reunion, corporate event, retirement, roast, sweet 16, holiday party, or any type of occasion, event planning is our specialty!

An event lasts a day, memories last forever.

COORDINATION

COLLECTIONS

Day of Wedding Coordination {starts at \$1650}: Designed for the bride that has everything already planned, but who is nervous about how things will be executed. This service features time and travel for two coordinators, a confirmation with vendors, creation of the wedding day itinerary, and various wedding day activities. The coordinators will be working with the information that you provide in efforts to formulate a master plan for the entire day.

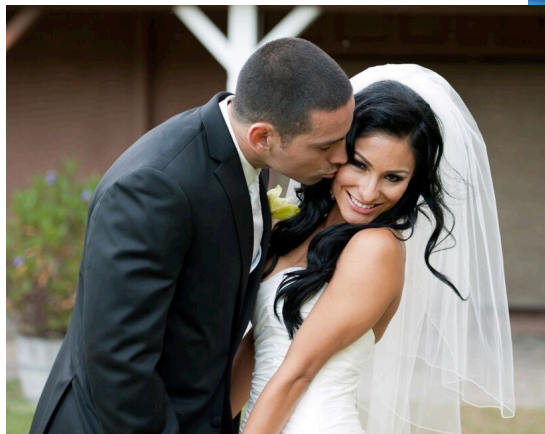
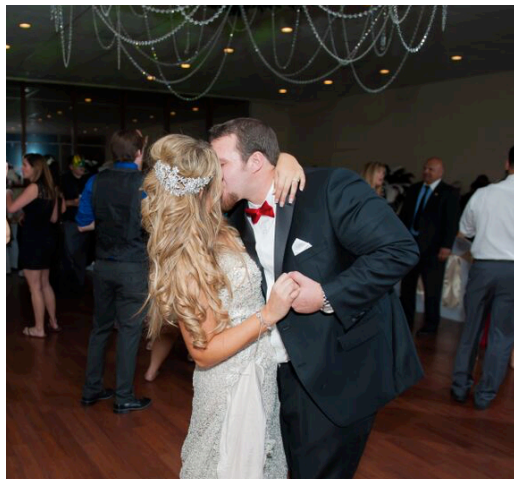
- ~ 1 initial Complimentary Consultation
- ~ 10 hours of coverage the day of the wedding
- ~ 1.5 hours of rehearsal time
- ~ Creative director and one assistant coordinator

The Consultant {starts at \$6000}: This service is designed for the bride who wants everything “The Personal Assistant” Package includes but has already booked their wedding venue.

The Personal Assistant {starts at \$6750}: Client will receive full event design, theme décor and concept development, as well as personalized assistance through the entire planning process.



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DAY OF WEDDING COORDINATION PACKAGE

Designed for the bride that has everything already planned, but who is nervous about how things will be executed. This service features a confirmation with vendors, creation of the wedding day itinerary, and various wedding day activities. The coordinator will be working with the information that you provide in efforts to formulate a master plan for the entire day. {\$1750 - reception only, \$1850 - ceremony and reception}

Overall service includes:

- 1 initial Complimentary Consultation
- 6.5 hours of coverage the day of the wedding
- 1.5 hours of rehearsal time
- Creative director and one assistant coordinator

Prior to Wedding Day (Time Permitting - At Least 1 Month):

- Review of all venue and vendor contracts and agreements
- Review detailed discussion regarding venue/vendor arrangements and/or requests
- One venue walk-thru (time permitting and availability)
- Preliminary Timeline development consultation
- Final Timeline preparation
- Final detailing with venue contact (Seating charts, guest count, final balances)
- Distribution of the final approved timeline to venue contact and all other necessary vendors
- Provide basic traditional etiquette advice (seating arrangements, walking down aisle, etc.)

Rehearsal Coordination (Rehearsal Dinner Not Included):

- Rehearsal direction and/or assistance with wedding officiant
- Assist in special direction including any special requests, choreograph processional and recessional
- Review of musical selections
- Review seating arrangements and coordination of special traditions

Wedding Day:

- Assist bride & groom as needed throughout the wedding day (Will not include additional travel or pick up of items)

Provide wedding emergency kit for bridal party use
Communicate last minute and final detailing to bridal party
Ensure transportation arrives timely
Handle serious last minute needs and emergencies
Ensure photographer/videographer arrive according to contract time

Pre-Ceremony for the Bride:

Oversee pickup and delivery of snacks and beverages
Ensure make-up and hair artists arrive on time and assist in time management
Assist bride with putting on her gown (if needed)
Organize and distribute all personal flowers as delivered and or provided by the client
Transport bride's personal items needed for the ceremony and reception

Pre-Ceremony for the Groom:

Oversee pickup and delivery of snacks and beverages
Ensure boutonnieres are delivered to grooms location
Assist in pinning boutonnieres on the bridal party

Ceremony:

Ensure special items are at ceremony location
Make sure ceremony flowers are delivered and set up according to contracted services
Ensure groom, groomsmen, and attendant and grandparent personal flowers and corsages are at the ceremony location and provide assistance in pinning them on
Ensure ushers are familiar with any special seating arrangements, in appropriate places, available to pass out programs and escort guests
Make sure ceremony musicians arrive timely
Ensure correct processional line up
Fix all dresses and tuxes prior to walking down the aisle
Cue ceremony musicians, photographers, and videographers when bridal party is in place to walk down the aisle
Ensure extra copies of readings are available
Assist photo/video arrangements at the end of the ceremony

Cocktail Hour:

Oversee cocktail hour deliveries
Ensure arrival and appropriate set up of cocktail decor and/or rental items
Ensure arrival and set up of ceremony entertainment and/or musicians
Welcome, greet and usher guests into the reception area
Assist guests in locating their seating arrangements

Reception:

Oversee all confirmed wedding day deliveries

Confirm and review reception timeline with venue

Ensure the design of the venue appears as anticipated, including, but not limited to:

Setting up of wedding stationary

Set up of favors and special gifts

Special item placement: Pictures, sign in booth, other signage

Set up of small item decor

Set up of amenity baskets and or arrangements

Ensure guest tables, head table and sweetheart table are set up accordingly

Ensure flowers and centerpieces are set up according to contract

Transport special decorative items (Items must be available at rehearsal not weigh more than 50 pounds)

Coordinate events and announcements throughout the reception in coordination with DJ and Emcee

Organize the bridal party and guests for the grand entrance and exit

Ensure reception events progress in a timely manner

Cue Emcee/DJ of special moments

Cue photographer and videographer of special moments that occur

Ensure special arranged music requests are appropriately played at specific times

Assist venue/catering staff in minor needs

Final vendor confirmations and detailed direction for set up, breakdown, and pick up

Act as liaison and point of contact to bridal party, parents, and contracted vendors for reception and venue

Collect gifts and personal items and ensure they reach designated individual

Distribute final payments/tips to vendors

Coordinate reception departure/send off

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FULL WEDDING COORDINATION PACKAGES

Starts at \$6000:

Client will receive full event design, theme decor and concept development, as well as personalized assistance through the entire planning process.

This package includes:

Complimentary Initial Consultation

Personalized Face to Face Consultation Appointments customized for your individual need (these can be used for appointments such as: Budget Development and Analysis, Additional Event Design, Theme, Color and Decor Concept Development Consultations, Accompaniment to Alteration Sessions and Bride's Final Fitting Session, Accompaniment to Additional Vendor Appointments and any other desired services tailored your individual needs). Amount to be determined.

Unlimited Consultation via Telephone and E-mail this service starts from the date our services are retained and continues throughout the wedding planning process up to one day after.

Etiquette Advisement

Assistance with Selection of "Save the Dates", Invitations, Calligrapher, and Wedding Favors

Ceremony and Reception Venue Referrals

Arrange Location/Venue Appointment Tours

Unlimited Vendor Referrals in all Vendor Categories of only the Finest, Most Reliable Vendors in the Industry

Arrange all vendor appointments

Development Consultation

Review all Venue and Vendor Contract and Arrangements

Contract and Pricing Negotiation

Preliminary Timeline Development Consultation

Final Timeline Development Consultation

Final Timeline Preparation 1-2 months before the Wedding

Assistance with Menu Selection and Details

Walk Through at Selected Venue to further discuss Design, Set Up, Floor Plan Diagram Layout, etc.

Final Detailing Appointment

Distribution of the Final Approved Timeline to Venue Contact and all Vendors the Week of the Wedding

Keep track and send reminders of when payments are due

Final Vendor Confirmation and detailed direction

Assistance with Unique Rehearsal Dinner Location Ideas

Assistance with Selection of Hotel Accommodations for You and Your Guests

Assistance with Unique Welcome Gift Ideas for out of Town Guests

Assistance with all Transportation Needs and Arrangements

Assistance with Unique Next Day Breakfast or Brunch Location Ideas

Rehearsal Coordination and Instruction (maximum 2 hours)

Collection of items at rehearsal to be brought and set up by us on the Wedding Day such as: Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set, Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Store or Sweet Table Items, etc.

Essential Wedding Day emergency Kit

Assistant "Day of Wedding" Coordinator(s). Additional Assistant "Day of Wedding" Coordinators are required for select venues, larger weddings and multiple location weddings

Day of Wedding Coordination (the maximum coverage is 10 hours and additional hours can be added on for an additional fee)

WEDDING FLOWER PRICES

The cost of wedding flowers will vary between 8% to 15% of your total wedding budget. We have created three different wedding flower packages.

The “Simple and Stunning Package”: focuses on seasonal flowers only. It is the most cost effective prices.

The “Detailed and Distinguished Package”: focuses on seasonal with accents of premium flowers.

The “Esteemed and Extraordinary Package”: focuses on mostly premium flowers with accents of seasonal flowers.

	<i>Simple & Stunning</i>	<i>Detailed & Distinguished</i>	<i>Esteemed & Extraordinary</i>
<i>General Flower</i>			
-types of flowers included	seasonal flowers only; use of greens; excludes premium flowers	mostly seasonal flowers with accents of premium flowers	mostly premium flowers with accents of seasonal flowers
<i>Personal Flowers</i>			
bouquet for bride	\$75 and Up	\$125 and Up	\$200 and Up
bouquet for bridesmaid	\$30 and Up	\$50 and Up	\$75 and Up
flower girl basket	\$25 and Up	\$40 and Up	\$60 and Up
corsage	\$20 and Up	\$25 and Up	\$30 and Up
boutonniere	\$12 and Up	\$15 and Up	\$20 and Up
<i>Ceremony Flowers</i>			
altar arrangement	\$75 and Up	\$125 and Up	\$200 and Up
canopy	\$250 and Up	\$400 and Up	\$600 and Up
arch	\$250 and Up	\$400 and Up	\$600 and Up
pew decorations	\$30 and Up	\$60 and Up	\$90 and Up
guest book	\$25 and Up	\$50 and Up	\$75 and Up
aisle treatments	\$100 and Up	\$150 and Up	\$250 and Up
<i>Reception Flowers</i>			
cake flowers	\$25 and Up	\$100 and Up	\$300 and Up
cake table flowers	\$50 and Up	\$100 and Up	\$300 and Up
sweet heart table	\$100 and Up	\$150 and Up	\$300 and Up
buffet arrangements	\$100 and Up	\$150 and Up	\$300 and Up

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guest centerpiece (simple and clean)	\$40 and Up	\$100 and Up	\$200 and Up
guest centerpiece (extravagant and unique)	\$100 and Up	\$200 and Up	\$400 and Up
<i>Services</i>	*** May be waived depending on size and difficulty of order ***		
delivery, installation, and pickup	\$100-\$250	\$250-\$500	\$500 and Up
<i>Floral Budget to Total Budget</i>			
% of floral budget to total budget	8% to 12%	12% to 15%	15% plus
<i>Price Adjustment Based On</i>			
Seasonal or Premium Flowers			
Imported or Local Flowers			
Size of the Arrangement			
Purchase or Rental of Containers			
Detail and Labor Cost of Construction			