



www.premiereventsource.com

office: 512-506-1020

fax: 1-866-413-4291

North Central Office
1812 Centre Creek Drive, Suite 110 / Austin, TX 78754

South Office (Mailing Address, By Appointment Only)
1806 Kenwood Ave / Austin, TX 78704

		Wedding Weekend	Prime Package	Pristine Package	Premier Package		
		<i>*Prices based on wedding with up to 250 guests.</i>					
		\$1,195	\$1,850	\$3,000	\$4,650		
Planning makes perfect	Budget	Create and organize the budget.	◆	◆	◆		
		Maintain wedding expense sheet.		◆	◆		
	Vendors	Provide monthly checklist package and email reminders throughout planning process.	◆	◆	◆	◆	
		Offer referral lists and books of recommended vendors to aid in vendor selections.	◆	◆	◆	◆	
		Visit vendors and negotiate contracts with client.		Up to 4 vendors	All vendors	All vendors	
		Select and book vendors on client's behalf (if the bride can't or doesn't want to.)				◆	
		Quickly communicate any and all changes in plans or details to wedding vendors.		Up to 4 vendors	All vendors	All vendors	
		Review vendor contracts and recommend any necessary changes.		◆	◆	◆	
		Confirm arrangements with all vendors by phone 2 weeks in advance.	◆	◆	◆	◆	
		Oversee and communicate with all vendors on wedding day.	◆	◆	◆	◆	
	Consultation & Advice	Schedule complementary consultation to lay out wedding and reception ideas, providing style and color suggestions for attire and overall theme.	◆	◆	◆	◆	
		Review plans with bride and groom a few days before wedding.	◆	◆	◆	◆	
		Offer in-person consultations.	Up to 2	Up to 4	Unlimited	Unlimited	
		Be available for unlimited emails and phone calls.	During Month of Wedding	◆	◆	◆	
		Offer advice/suggestions on linens, florals, décor, lighting, arrangements, and rentals, and favors.		◆	◆	◆	
		Provide etiquette advice on request.		◆	◆	◆	
		Accompany client for 2 visits to reception site (contract signing, final confirmation).			◆	◆	
		Coordinate all linens, florals, décor, arrangements, and rentals. Provide assistance with obtaining marriage license.				◆	
	Attire	Assist with shopping for wedding gown			2 salon visits	3 salon visits	
		Help with selection of all wedding attire and accessories. (Max 3 salon visits.)				◆	
		Order all dresses and tuxedos, and arrange for fittings if necessary (once bride has made her selections.)				◆	
		Assist on-site during either the engagement or bridal photo shoot.				◆	
	We're engaged!	Annou-ncement	Provide information on how to place an engagement announcement and obtain a marriage license.		◆	◆	
			Deliver engagement announcement to local paper.			◆	
		Party	Consult with the client on dreams/expectations for engagement party.				◆
			Plan, set and attend vendors meetings with the couple for the engagement party.				◆
			Prepare timeline of events for the engagement party. Review and coordinate engagement party.				◆
	Bachelor/ Bachelorette Parties/Showers	Prepare timeline of events for the bachelor & bachelorette parties				◆	
		Review and coordinate bachelorette party (will attend at an extra charge)				◆	
		Plan, set and attend vendors meetings with host of each party/shower				◆	
Consult with the bachelor & bachelorette individually on dreams/expectations for their respective parties					◆		
Coordinate with Maid of Honor or designated party/ shower host to create the event.					◆		



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Be our guest	Invitations & Responses	Help select invitations, place cards, favors, and thank-you notes.		◆	◆	
		Review invitation draft.		◆	◆	
		Select and order printed materials on client's behalf.				◆
		Assemble, hand-address and mail invitations, or deliver invites to and from calligrapher. (Max 100 invitations. Additional invitations are \$2.00/ per invitation, postage paid separately by client. Invitations required 8 weeks prior to wedding.)				◆
		Track RSVP's and who will be attending.				◆
	Accommodations & Services	Coordinate group transportation to ceremony and reception.			◆	◆
		Negotiate and arrange up to 2 hotel guest room blocks.			◆	◆
		Assist with flight arrangements and arrange transportation from and to the airport.			◆	◆
	Gifts & Goodies	Provide concierge services and list of fun local activities for out-of-town guests who arrive early.				◆
		Deliver welcome bags to assigned hotel for "check-in" distribution. (Limited to 2 hotels)			◆	◆
Help choose guest favors and wedding party/family gifts as requested.					◆	
					◆	
Here comes the bride!	Rehearsal	Document rehearsal and wedding day itinerary.	◆	◆	◆	◆
		Coordinate rehearsal and ceremony with officiate, wedding party, and vendors.	◆	◆	◆	◆
		Attend rehearsal to direct (or help with) flow or ceremony.	1 hour	1 hour	2 hours	2 hours
		Recommend locations for rehearsal dinner, bridal luncheon, etc.			◆	◆
		Arrange rehearsal dinner (location, transportation, invitations and décor). Assist with menu selections.				◆
	Ceremony	Provide 2 consultants to attend and direct ceremony and reception.	Up to 8 hours	Up to 8 hours	Up to 10 hours	Up to 12 hours
		Instruct family and bridal party on wedding day responsibilities.	◆	◆	◆	◆
		Bring wedding day emergency kit (black socks, super glue, hair spray, pins, etc.)	◆	◆	◆	◆
		Distribute and pin wedding flowers.	◆	◆	◆	◆
		Plan and oversee setup of room and ceremony layouts.			◆	◆
Arrange for food/beverages in bride and groom's suites as they prepare.				◆		
A warm reception	Visit reception site 1 week before wedding to coordinate with site staff.	◆	◆	◆	◆	
	Set up place cards, guestbook, and photographs or portraits, etc.	◆	◆	◆	◆	
	Oversee venue décor to ensure things are done according to couples' wishes (décor provided by client or purchased/rented from Premier Event Source.)	◆	◆	◆	◆	
	Watch timeline and keep reception activities moving on time.	◆	◆	◆	◆	
	Bustle wedding gown.	◆	◆	◆	◆	
	Greet guests at reception, and offer any necessary directions.	◆	◆	◆	◆	
As the event winds down...	Create checklist for end-of-night responsibilities (taking home gifts, cake topper, bridal portrait, etc.)	◆	◆	◆	◆	
	Prepare cake and meal for couple to take from the reception.	◆	◆	◆	◆	
	Distribute tossing items and "exit" favors to guests.	◆	◆	◆	◆	
	Coordinate the big exit.	◆	◆	◆	◆	
	Assist with cleanup and load gifts and décor into designated vehicles.	◆	◆	◆	◆	
	Return tuxedos, deliver wedding bouquet to preservation company, and deliver wedding gown to cleaners or other location.				◆	