



Engagements
Caring for your day from behind the scenes
2010/2011 Planning Services - for Website
Last Updated 2010April22

Whatever your planning needs are, you will find that each one of our planning packages are of an exceptional value considering the amount of time and money and potential costly mistakes we'll save you. You will also gain a peace-of-mind knowing that every component of your wedding day will flow smoothly and effortlessly into place. Schedule an appointment with us today to review the current rates and design a package that works best for your needs.

Preferred Vendor List: Complimentary Service

Upon request, we are happy to provide any of our current clients with a list of our featured preferred vendors such as photographers, videographers, ceremony and reception musicians, hair stylists and makeup artists, and transportation companies (excluding ceremony and reception venues). However, as every wedding and couple is different, we highly recommend you personally meet with any vendor you are considering to see if they are a good match for you. *Although your Wedding Planner may work with and may be in the position to recommend professionals for various aspects of your wedding, your Wedding Planner will not be held liable for any errors, acts, or omissions on their part.*

Event Site Research: Ceremony & Reception Site

If you've ever tried to buy a home, you'll understand the value of working with a broker who knows the best locations that will suit your needs. Think of us as your wedding site broker and take comfort that we'll reveal selections that you might have never known existed. Unlike brokers, we do not charge a percentage of your total ceremony or site contract which could add up to a lot of money. Instead, we charge a set reasonable fee to cover our time. *Although your Wedding Planner may work with and may be in the position to recommend professionals for various aspects of your wedding, your Wedding Planner will not be held liable for any errors, acts, or omissions on their part.*

Customized Vendor Search:

One size does not fit all when it comes to finding your perfect wedding vendor (photographer, videographer, officiant, musician, etc). For clients who wish for us to customize the search and do detailed research on certain vendors that meet their exact needs (such as budget, location, styles, etc), we offer more than our preferred vendor list. Utilize our expertise to help you find your wedding vendor A-Team that meets all your expectations quickly so you can move on with your wedding plans. *Although your Wedding Planner may work with and may be in the position to recommend professionals for various aspects of your wedding, your Wedding Planner will not be held liable for any errors, acts, or omissions on their part.*

Ceremony Setup Package: (GREAT FOR THE DIY BRIDE!)

Many ceremony sites have a limited window of time to have personal items set up. Usually it is when you and your family are busy taking pictures before the ceremony. The last thing you need to worry about is whether there are issues with your ceremony décor. All we need you to do is simply bring your personal setup items to the ceremony venue the day before (at the rehearsal) clearly marked in boxes so that upon our arrival onsite, we know what goes where if it's not obvious.

Additional cost to set up: Rental items from a 3rd party not purchased through NY Engagements, LLC. such as chair covers, sashes, and furniture items. If your ceremony venue is providing these items or a third party is setting these items up for you, we will oversee that their staff has set up your rental items as you requested.

Reception Setup Package: (GREAT FOR THE DIY BRIDE!)

While you are getting into your wedding dress or en route to your wedding ceremony, your reception venue and vendors are busy running around behind the scenes preparing for your wedding day. Don't let your personal setup items fall to the wayside at venues that perhaps are unique spaces not seasoned in wedding details or at event sites that handle multiple weddings a month/weekend who are not 100% focused on your day. All we need you to do is simply bring your personal setup items to the reception venue the day before clearly marked in boxes so that upon our arrival onsite, we know what goes where if it's not obvious.

Additional cost to set up: Rental items from a 3rd party not purchased through NY Engagements, LLC. such as chair covers, sashes, linens, furniture items. If your reception venue or caterer is providing these items or a third party is setting these items up for you, we will oversee that their staff has set up your rental items as you requested.

Ceremony & Reception Setup Package (GREAT FOR THE DIY BRIDE!)

The benefits of the ceremony and reception setup packages together so you know your personal items will be set up every step of the way flawlessly.

Day of Coordination Rehearsal and Ceremony: 1 Week Prep Time

(Associate Coordinator Reduced Package Rate: 15% off)

On your wedding day, you should look and feel refreshed, relaxed and worry free as you prepare to walk down the aisle. Let us take care of the final ceremony details so you may concentrate on being the bride and groom.

Includes:

1 Week of Ceremony / Rehearsal Preparation
Rehearsal Coordination the Day Before the Wedding
Ceremony Setup & Coordination on the Wedding Day

Day of Coordination: Reception Coordination Only: 2 Weeks Prep Time

(Associate Coordinator Reduced Package Rate: 15% off)

Some reception venues might require more orchestration assistance than others, especially those that are not typical wedding locations or might do so many weddings that your wedding details could fall through the cracks if you don't have someone observing every detail onsite and during the planning stages. We've worked with a number of high profile venues such as The Roosevelt Hotel in NYC, Tappan Hill, Tarrytown House, and the Coveleigh Country Club just to name a few.

Includes:

2 Weeks of Reception Preparation
Reception Set up and Coordination Onsite

Day of Coordination: FULL SERVICE - Rehearsal, Ceremony, and Reception: 3 Weeks Prep Time

(Associate Coordinator Reduced Package Rate: 15% off)

This is our official "Day of" wedding planning package. Have the security of your own personal wedding planner to oversee all the details of your wedding day, from set-up until the end of the reception. You'll receive all of the services provided in our on-site rehearsal and ceremony package above except we begin consulting time THREE weeks prior to the wedding instead of 1 or 2 weeks out.

Includes:

3 Weeks prep time for...

Pre-Ceremony Getting Ready/Picture Timeline Schedules
Transportation Logistics Review
Ceremony & Reception Preparation

Ceremony Set up and Coordination Onsite
Reception Set up and Coordination Onsite

Add on Options to Day of Packages:

Bridal Attendant for off-premise getting ready:

Your personal attendant is at your beckon call to assist with whatever you need as you get ready to head to your ceremony. Need a shawl or a glass of wine to relax? Pin on boutonnieres for your family? Missing something? We're equipped with an emergency kit in the event a mishap happens with ripped stockings, a stain, or a lost backing to an earring at the last minute. Best of all, this package includes transportation coordination and dressing attendant duties for bride and attendants at this location.

Transportation Coordinators at hotels or off premise getting ready:

If you're coordinating transportation such as shuttles and limos for guests at hotels or another pickup location and want to ensure your guests have a pleasant experience from the minute they leave for your wedding, use our transportation coordinators to greet your guests and ensure their shuttles or limos are on time for boarding to keep your wedding day on schedule. We check in with your drivers in advance to ensure they know how to get around town and are aware of updated pick up times.

Bride's Dressing Attendant Package:

For clients traveling with their dresses, unpacking and getting settled into your dressing location will add stress to an already time-crunched day. Will your dress or shawls need steaming? Will you need special help getting into your dress and buttoning it up? Do you want someone who is consistently ensuring you look great during pictures and will be there in the event a mishap should occur with attire (a button falls off, a dress gets a stain). This package includes:

- *1 dressing attendant for 2 hours onsite
- *Steaming anything that is wrinkled (from the bride's dress, shawls, bridesmaid dresses)
- *Assisting bride in getting into her dress (if needed)
- *Ensuring the bride looks her best during getting ready / family pictures
- *Being prepared for wardrobe mishaps (double sided tape to remain unexposed, sewing kit for touch ups, hem adjustments)

Full-Service Planning:

This is a service that is intended for the busy bride with little time to keep on top of wedding plans and needs a side kick to get the ball rolling behind the scenes! With the full planning service, we'll provide all of the following services for one flat fee to completely create your dream wedding from start to finish with your guidance.

- *Budget creation and tracking on an as needed basis
- *Timeline management updated on an as needed basis
- *Vendor research assistance
- *Transportation and Accommodation logistics
- *Getting Ready/Picture Schedule
- *Ceremony and reception schedule and logistics
- *Vendor payment schedule management
- *RSVP tracking & Guest list management
- *Invitation etiquette, ordering, proper addressing, and mailing (excludes postage, address printing and cost of invitations)
- *Escort card etiquette assistance
- *The full "Day of" wedding coordination package
- *Bridal attendant for on premise getting ready
- *Transportation coordinators to be at hotels to assist guests/bridal party

Custom design work and other "as needed" services not included in the flat fee are charged at our hourly rate.

For those requiring assistance with other parties and events leading up to or after the wedding day (ex: the bridal shower, rehearsal dinner, bridesmaid luncheon, wedding weekend planning for more than just the wedding day, etc), we will be happy to provide you with a custom quote for the level of assistance needed based on the estimated amount of planning time, staff needed, travel time, and on-site work.

As-Needed Hourly Services:

Along with any of our planning packages, we are happy to accommodate special requests on an as-needed basis. As time is used up during phone/email/onsite consultations, minutes are deducted from the reserved time you pre-paid for. A statement will be provided showing the time used/when/and what it related to. You can buy more "as needed" consultation time for anything else you need our assistance with. Here is just a sample of the services we may provide:

- ***Assembling** and Mailing invitations, Assembling wedding programs, place card holders, etc.
- ***Personal Assistant**- Doing errands for you (ex: picking up tuxes, buying last minute gift items, etc.) plus travel fees
- ***Graphic design work** for wedding programs, invitations, websites, and other custom projects.
- ***Vendor Contract Review**- Review vendor contracts ahead of time. Client to email/fax/mail Wedding Planner all contracts as you receive them to provide feedback and advice on them to help avoid surprises later on.
- ***Negotiation Assistance**-After meeting with your vendors and you've reviewed your packages, opt to have us review your package options with you and determine whether we could find areas where a price negotiation could be worked out that is within reason. Sometimes adding on services is easier than getting discounted rates but we'll assist in asking the questions that might yield a better package.
- ***Timeline Setup**- Have a personalized timeline created for you after reviewing with your coordinator all that you have accomplished to date and what still needs to be completed.
- * **Budget Analysis and Budget Tracker Setup**- In the beginning stages of planning a wedding, it's good to get an idea of what vendors typically cost for the types of services/items you are seeking. We can assist you in setting a realistic budget goal for you to resort to as you book your vendors.
- ***Getting Ready/Picture/Transportation Timeline**- Not sure when to begin the day before the ceremony starts, when to ask your photographer or makeup artist to arrive? We'll review your day with you and provide recommendations on how to time your day so it's as smooth flowing as possible from the very start.

***Wedding Website: From setup to as-needed maintenance**

Direct your guests straight to your own personal wedding website where they can view up to the minute information on your wedding. It also includes an rsvp section and an interactive wedding map to plot your wedding locations. It will be your website for one year from the date your site is created.

***Wedding Planner Hotline-** General wedding planning advice on topics such as etiquette issues, seating arrangement issues, speech writing ideas, tip recommendations, etc.

OTHER SERVICES

SERVICE	Description
Proper Envelope Addressing Assistance	Send us your guest list with address information, and we'll complete the proper wording for addressing the inner and outer envelopes on your invitations.
Address Finder	Have only a cell phone number or part of an address or maybe just an email address for many of your guests? It's a time consuming process to gather all the contact information you'll need to complete your guest list and follow up on non-responses. Use our services to quickly research address information and complete your guest list contact information so you can focus on other things.
RSVP Tracker	We'll help contact those who have not rsvp'd so you can keep on schedule with table assignments and creating the floor plan layout to provide your reception site with.
Calligraphy Services	There are many rules to follow when you wish to be etiquette conscious. Labels are not appropriate for wedding invitations. A personal hand-addressed envelope adds a personal touch and is a service we may provide to ensure your envelopes are properly addressed on the inside and out.

Floral/Event Design Services: Engaging Floral Designs - Prices Vary

10% discount applied to all coordination packages that are combined with floral design services

Use our in house floral and event décor service, www.engagingflorals.com, (from elegant hand-tied bouquets and chic aisle décor to designing the perfect centerpiece) to compliment the formality, style and color scheme of your wedding. By bundling a floral design package with our wedding planning packages, we offer a detail oriented approach to ensuring your décor and your wedding plans are top notch! Prices determined by the types of florals, quantity of arrangements, level of setup/breakdown required, etc.

Discounts/Promotions:

10% off of all planning packages that are combined with floral décor services through engagingflorals.com

30% off of brand name invitations for in studio orders and online orders only

Complimentary tossing bouquet or groom boutonniere for orders over \$1,200.



RETAIL PRODUCTS BY NY ENGAGEMENTS, LLC.
Last Updated 2009Dec11

Freshen Up Baskets:

A basket of courtesy items for your guests placed in the restrooms. It includes such items as: eye solution, lint roller, stain remover, mints, floss, safety-pins, mini sewing kit, mini first aid kit, tissues, hair ties, small comb, and toiletries

Invitations/ Save the Dates/ Thank You Cards/ Menus/ Wedding Programs: Prices Vary

30% discount on brand invitations we carry for in studio or online orders only

NY Engagements, LLC is a retailer of fine stationery items including save the dates, invitations, wedding programs, table and escort cards, menus, directions, etc. We will set up an appointment to meet with you to review invitation options and place your order. Prices vary based on the price of the invitations ordered. Our clients receive a discount on any stationery orders placed. A separate bill will be sent to you for the price of the retail items you purchase.

Décor Rentals:

We set up and remove the rental items so it's hassle free to rent your décor items through us! Here are just a few of the rental items we have to offer:

***Pewter table frames**- Do something different than what the reception site gives you for table cards. Pewter table frames are elegant and you can select the font and color of the table numbers and can select the color paper to match your theme.

***Straight glass votive candle holders** - I've searched high and low for the perfect votive candleholders. These glass candle holders photograph beautifully and provide the perfect ambiance for your wedding. The votive candles are included.

***Pillar Candle holders**- Have mantles to decorate or want to light a path up to an entrance way? These tall cylindrical pillar candle holders are just the right height and look stunning when coupled with some smaller votives on a mantle or on a guest book table. White or ivory pillar candles are provided.

***Table Linens/Chair Covers/ Chair Sashes**- Prices vary.

***Photo Card Box** - Includes 4 "8x 10" pictures to add to the box with a 5x7 photo or message for the top of the box.

***Framed Floor Plan** -A customized floor plan for guests to see exactly where their table is in the reception room.