



DIVA PACKAGES

Full Production Planning - This is our “leave it to us” package. We will plan it all! We will meet with you to understand your vision for the event. With your input and direction - we do the rest! This package includes a dedicated coordinator throughout the planning stages and on site during your event.

Event/Wedding Day Director - We will be on site at your event and will coordinate all vendors, details, time-lines, set up, etc. ensuring your event goes smoothly. This package is perfect for if you have already planned your event, but would like to spend the day enjoying with without any worries.

Basic Planning Assistance - You have the basics in order, but do not have time to find vendors, preview event sites, or make last-minute plans. We will help you plan as needed leading up to your event.

Consulting available on an hourly basis

FULL PRODUCTION PLANNING PACKAGE

“Preliminary Consultation”

Custom wedding or event design

“Venue Search”

Vendor research, referrals & availability

Tracking of budget and payment schedules

Advice on wedding etiquette

Correspondence and appointment scheduling with vendors

Attendance at vendor meetings (2-5 as needed)

Assistance with invitations

Assistance with design details

Advise on rehearsal dinner locations (rehearsal dinner planning additional)



EVENT/WEDDING DAY DIRECTOR PACKAGE

Available 6 months prior to wedding/event

“Preliminary Consultation”

Orchestrate Day of Event

Organization meeting 4-6 weeks before wedding day to gather details & vendor contracts

Event Day logistics and itinerary

Confirmation with vendors prior to event

Attend/conduct rehearsal, if necessary

Contact person & leader of vendor team

Supervision of set-up

Instruct ushers of duties

Organize processional line-up (weddings only)

Send bride down the aisle worry free

Assist with transition to reception (weddings only)

Act as liaison between catering staff, M.C., photographer, and videographer

Keep event or reception running smoothly

Deliver final payment to vendors

Supervision of entire reception or event