



THE DC  
*event planner*.com  
AKA EVENTS BY TRB

## *a note from the owner*

### CONGRATS!

You've decided to marry your best friend and I'm thankful that you're considering me to join in on this journey.

I have a huge love and respect for marriage and it shows in how I treat my clients and how I handle planning their big day or days.

There are so many details that go into planning a wedding that I would need a book to list all the things I happily help with but this is a snapshot of the different packages we offer.

When we chat I can give you more details and answer any questions you may have.

-Tiffany Renee Balmer, CMP

## *what you'll find in this guide*

- Things to consider when hiring.....Page 3
- Full Planning + Design Details.....Page 5
- Partial Planning + Design Details .....Page 7
- Month of Coordination.....Page 9
- Destination Events.....Page 11
- Other Wedding Services.....Page 12







## things to consider when hiring [thedceventplanner.com](http://thedceventplanner.com)

Current pricing includes a Wedding Planner and Event Assistant (1) to cover the Wedding Day. Additional staff may be added, if needed, due to a large guest count, heavy set-up or multiple event locations.

### ALL WEDDING PLANNING PACKAGES INCLUDE:

- Custom wedding planning checklist
- Regular meetings
- Unlimited correspondence
- Vendor selection and coordination
- Wedding schedule and timeline
- Help with seating chart / floor plan
- Event management
- Set-up and break-down
- Wedding emergency kit





*all our clients feel like our  
only client*



## full planning + design

Ideal for the couple that is looking for an all inclusive package and wants someone by their side for the entire wedding planning ride. We help organize everything from where you get your wedding dress to where you go for brunch the next day. Do you have a few ideas, but need some help making your dreams a reality? We are here to give you 100% A-Z help; turning your "I wish" and "I really like" into a day you will never forget.

\$7,500



# full planning + design

- Venue selection to include site visits
- Unlimited consulting from an experienced and knowledgeable planner via email or phone. Call, text or email when you have questions, we are always here for you
- Venue and vendor pre-meetings, to ensure they meet your requirements and standards
- Unlimited vendor referrals
- Tons of research and leg work to get your questions and concerns resolved
- Work with venue to find the most cost effective solutions
- Assist with budget and spending tracking
- Timeline and checklist preparation, with monthly calendar reminders
- We will mail your invitations, receive responses for RSVP tracking and follow up with guest who don't respond.
- Monthly check in of timeline to make sure the planning process is remaining on track
- Manage all communication with vendors
- Organize Menu planning, design and tasting
- Itinerary and seating preparation for the ceremony and reception
- Coordinate all guest accommodations including hotel room blocks
- Coordinate wedding day transportation and give directions to drivers
- Development of signature style and design concept (using your budget and vision)
- Work with ceremony and reception site to confirm final logistics of layout, confirm number guest, special meals and 3rd party vendor rentals/deliveries.
- Provide wedding day itinerary/timeline to wedding party
- Manage vendor contracts including venue, hotel, caterer, florist, decor, DJ, lighting, makeup, rentals, photographer, etc. to ensure all follow through with vision
- Coordinate Ceremony by working with Officiant, cue musicians, and organize processional, etc.
- Coordinate Wedding Day by creating a minute by minute timeline for all vendors.
- Handle Day Of Details, such as...Distribute final payments; set up all escort cards, guest books, menu cards, favors, etc. ensure that gifts, cake top, etc. are given to the proper person at the end of the evening
- Design and coordinate activities and parties to surround the actual wedding including the rehearsal dinner and post wedding brunch
- Coordinate hotel baskets, hospitality suites and weekend itineraries
- Provide photography schedule and photo plan
- Unlimited hours of on-site coordination on Wedding Day
- Rehearsal coordination
- Provide onsite crisis management, if any issues arise
- Serve as the point of contact for all vendors, family, friends, and bridal party members with questions or concerns
- Contact all vendors, to create a cohesive team. We work with vendors on timelines and share ideas to ensure everyone is on the same page
- Assist all vendors if need be, to keep schedule as planned
- Keep the wedding day on schedule to ensure all planned activities take place when requested
- Onsite expert: know the in's and out's of the venue, vendors and the bridal party needs
- Making sure your day is stress FREE! We are all hired to make sure your day runs smooth and my vendor timelines have proven to do just that!

YOU ALSO GET EVERYTHING FROM THE PARTIAL PLANNING PACKAGE AND MONTH OF PACKAGE



## *partial planning + design*

Perfect for the couple who has started planning their wedding and has a venue but needs some additional help. Have you begun the planning process and you feel you have a good handle on things but need some help here or there? Or has the planning started to drain you and you want a break? Well if so this is the perfect package for you.

\$6,500



# partial planning + design

- Review all vendor contracts
- Vendor referrals for five vendors (5)
- Tons of research and leg work to get your questions and concerns resolved
- Assist with budget and spending tracking
- Timeline and checklist preparation, with monthly calendar reminders
- We will mail your invitations, receive responses for RSVP tracking and follow up with guest who don't respond
- Monthly check in of timeline to make sure the planning process is remaining on track
- Manage all communication with vendors
- Organize Menu planning, design and tasting
- Itinerary and seating preparation for the ceremony and reception
- Coordinate all guest accommodations including hotel room blocks
- Coordinate wedding day transportation and give directions to drivers
- Development of signature style and design concept (using your budget and vision)
- Work with ceremony and reception site to confirm final logistics of layout, confirm number guest, special meals and 3rd party vendor rentals/deliveries.
- Provide wedding day itinerary/timeline to wedding party
- Manage all vendor contracts including venue, bakery, hotel, caterer, florist, decor, DJ, lighting, and makeup, rentals, photographer, videographer, etc. to ensure that all vendors follow through with client needs and vision
- Coordinate Ceremony by working with Officiant, cue musicians, and organize processional, etc.
- Coordinate Reception by creating a minute by minute timeline for all vendors; distribute final payments; set up all escort cards, guest books, menu cards, favors, etc. ensure that gifts, cake top, guest book, etc. are given to the proper person at the end of the evening
- Design and coordinate activities and parties that surround the actual wedding including the rehearsal dinner and post wedding brunch.
- Coordinate hotel baskets, hospitality suites and weekend itineraries
- Provide photography schedule and photo plan
- Unlimited hours of on-site coordination on Wedding Day
- Rehearsal Coordination
- Provide onsite crisis management, if any issues arise
- Serve as the point of contact for all vendors, family, friends, and bridal party members with questions or concerns
- Contact all vendors, to create a cohesive team. We work with vendors on timelines and share ideas to ensure everyone is on the same page. It is very important for all vendors to be on the same page, we are all hired to make sure your day runs smooth and my vendor timelines have proven to do just that!
- Assist all vendors if need be, to keep schedule as planned
- Provide onsite wedding emergency kits
- Keep the wedding day on schedule to ensure all planned activities take place when requested
- Onsite expert: Know the in's and out's of the venue, vendors and the bridal party needs
- Making sure your day is stress FREE

YOU ALSO GET EVERYTHING FROM THE MONTH OF PACKAGE



## *month of coordination*

The month before your wedding should be exciting and not worrisome. Nor should you take a chance on forgetting anything that you've planned. One month prior to your wedding is a great time to pass the work on so you can get down to the fun things like enjoying your family and friends. We will start with a "Launch" meeting where we discuss the details of all your contracts and we start building a wedding weekend timeline. We will follow up with all vendors to ensure they are on schedule, we will contact important family members who haven't RSVP'd, we will remind you to make final appointments and set calendar reminders for final payments, but most importantly we will be there from start to finish on your big day to make sure it goes perfect.

*\$4,500*



## *month of coordination*

- Launch meeting with your coordinator 1 month before your wedding day
- Venue walk through to finalize event flow and set up details.
- Custom checklists of final wedding details
- Unlimited communication with your coordinator from your launch meeting until your wedding day
- Discuss all aspects of the event
- Create a minute by minute timeline for vendors, wedding party and immediate family
- Finalize details with vendors
- Give experienced advice on your wedding checklist and make sure the next 30 days are on schedule for a perfect wedding day.
- Contact all vendors, to create a cohesive team. We work with vendors for a month on timelines and share ideas to make sure your day is issue free. It is very important for all vendors to be on the same page, we are all hired to make sure your day runs smooth and my vendor timelines have proven to do just that!
- Rehearsal Coordination
- Review checklist with client to make sure all equipment, material, and necessary items are complete for event
- Provide all vendors with an introductory correspondence to let them aware of my role and responsibility three week prior to wedding date
- Vendor Management: Distribute vendor gratuities and final payments. Assist all vendors if need be, to keep schedule as planned. Send message reminders and detailed timeline to all vendors before wedding date
- Transport needed items (light) from ceremony to reception
- Wedding day supervision of vendors and staff



## destination events

We love to travel with our clients. Planning a destination wedding adds another level of stress and to do's. Don't forget the dress, who is picking grandma up from the airport and who can legally marry us in another state or country?

Don't you worry, we will handle all of that for you.

Travel rates and accommodations would apply, and would vary based on location and number of days required for travel to and before wedding.

International phone calls and shipping will be billed additionally.

Travel and hotel accommodation for destination weddings billed separately.

*Contact us to discuss pricing.*

## *other wedding services*

- Surprise Proposal
- Elopement Planning
- Vendor Referrals
- Bridal Shower
- Surprise Wedding
- You name it, we can plan it!







From "yes" to "I do!"



THE DC  
*event planner*.com  
AKA EVENTS BY TRB



Tiffany Renee Balmer, Owner and Head Event Manager

✉ [info@eventsbytrb.com](mailto:info@eventsbytrb.com)

☎ (540) 860-0441

📷 @TheDCEventPlanner

🌐 [www.TheDCEventPlanner.com](http://www.TheDCEventPlanner.com)