



WELCOME

MEET THE TEAM

WORKING TOGETHER

**COORDINATION PACKAGES** 

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## WELCOME

We're thrilled you chose Serenity Bloom for your special day!

Get ready for a journey filled with joy and a sprinkle of stress FREE Magic!

Thank you for entrusting us with your Wedding Coordination team.







# SERENITY BLOOM Wolfing TOGETHER

| FIRST MEETING  We will go over your wedding and how we can best support your needs for the big day | Go over contract, payment, policies                                  |
|--|--|
| VENUE VISIT we will meet to do a walk through of the venue and go over the vendors                 | Confirm set-up of decor for ceremony & reception                     |
| Depending on Package:<br>Monthly or weekly meetings  | Discussing Vibe and solidifying vendor contracts                     |
| FINALIZE DETAILS  I week before the big day we will go over the Master  Wedding Doccument          | Finalize pending wedding details in the Master Wedding Day Doccument |
| REHEARSAL  | Go over wedding details with wedding party                           |
| I will help you so that your wedding party is all on the same page                                 | Finalize any last minute details                                     |
| WEDDING DAY  |  |



Choose the perfect wedding package to transform your special day into a stress-free masterpiece. From comprehensive coordination to seamless execution, our packages are designed to ensure you savor every moment, leaving the stress behind. Let us handle the details, so you can focus on making lasting memories.

## MONTH OF ALSO KNOWN AS DAY OF COORDINATION

- Once Serenity Bloom is booked, the couple will received a digital Wedding Workbook where you can begin to enter in all the wedding details
- 4 weeks before the event date, Coordinator will meet with couple to discuss the final details of the wedding
- Coordinator will perform ceremony rehearsal
- Coordinator will be the point of Contact on Wedding Day
- 2 Coordinators will arrive onsite 2-4 hours prior to the start of the Ceremony assist with the vendors and Wedding Party Needs
- Coordinator will work with the couple to fine-tune and finalize the timeline prior to the wedding and send it to the wedding party and vendors.
- Coordinator will set out décor such as guestbook, Card box, Easels, Escort Cards, Menus, favors, Cake toppers, center pieces etc.
- Coordinator will run the schedule throughout the day.
- As the reception begins, the Coordinator will work with the DJ/MC per the wedding reception timeline.
- Coordinator will help direct vendors and guest as they arrive
- During the reception, the Coordinator will assist with the grand entrance, dinner, toast, and first dance, family and bridal party dances and will retrieve all gifts and cards from the ceremony space and take them to a safe space where the couple has designated.
- Coordinator will stay until the end of the reception and be responsible for packing up all the wedding related items.

### 6 MONTHS OF COORDINATION

Everything included in the packages above

6 mos of Monthly meetings leading up to the wedding

Access to Premier Vendor list:

### **FULL PLANNING**

Up to 1 YEAR of Planning (Flexible Payment Plans)
Everything included in the packages above
Monthly meetings leading up to the wedding

Everything included in the Packages above

Also includes a Bridal Assist- she will arrive at the earliest of 5AM to assist with all Hair/Make-up Bridal Party needs- The Bridal Assist will keep the wedding Party on time before the ceremony Visit Venues (up to three)

Attend Taste testings (up to two per vendor)

Complete vendor negotiation on the couple's behalf (Reviewing Contracts etc) Negotiating, and booking suitable vendors for your event. We will schedule appointments and accompany clients to up to three meetings per vendor category:

Baker · Caterer · Florist · Musicians/DJs · Photographer · Rentals · Videographer · Wedding
 Attire · Officiate · Transportation

Website Management
Invitation and RSVP Management
Guest Hotel Accommodation
Other duties to be determined.

#### ADD ONS:

\$50- Per hourly session- Remote \$75- Per hour in Person

\$200- over 150 guest

\$330 -Additional Assistant Coordinator

\$400- RSVP and invitation management

\$400- Guest accommodation

\$300 Provide a list of preferred vendors as needed for the Client to set appointments with:

• Baker • Caterer • Florist • Musicians/DJs • Photographer • Rentals • Videographer

• Wedding Attire • Officiate • Transportation

\$1200 Negotiating, and booking suitable vendors for your event. We will schedule appointments and accompany clients to up to three meetings per vendor category:

Baker
 Caterer
 Florist
 Musicians/DJs
 Photographer
 Rentals
 Videographer
 Wedding Attire
 Officiate
 Transportation

Finding each individual vendor \$250 each..

Hotel accommodation required - when the venue is more than 1.5 hours away from Beaumont, CA and Coordinator attends the Rehearsal the day before.

## TESTIMONIALS

Serena is nothing short of amazing! I was planning a large traditional Nigerian weading reception and I knew early on that I would need professional assistance. My venue offered an event coordinator, but I knew I needed extra assistance outside of that I came across Serena's page and felt so captured by her welcoming, kind and bubbly demeanor. Contacted and scheduled a consultation with Serena and was instantly impressed by her promptness and professionalism. We hired Serena to help with month of wedding coordination as well as assistance with seeking a few other vendors. After hiring Serena, I instantly felt at ease and knew that she would be available every step of the way. She started contacting vendors the next day after signing the contract, and kept close communication throughout the process of booking the vendors. Although we hired her for month of coordination, she was always available with her guidance and suggestions. When the month of coordinating began, I knew I could hand over everything to Serena, and we'd be in good hands. We had several virtual meetings discussing our wedding timeline, and she made sure to contact every vendor and assure that everything was in place. The communication was superb. Our wedding reception was nothing short of spectacular, and everything ran so smoothly thanks to Serena! If you are looking for a wedding planner or coordinator, please look no further than Serenity Bloom! You will not be disappointed!

> Shelby + Saudiq 2023

### THEY ARE SAYING ALEXIS+ ERIC Hiring Serena was absolutely the best decision we made when planning our wedding! We can't even imagine how we would have done it all without her She choosing our amazing vendors very simple and her checkin meetings with check lists made the entire process as stress free as possible. The day of our wedding Serena and her team were also perfect! \*\*\*\* Couldn't have asked for more and 1000% recommend hiring Serenity Bloom for your wedding! Thank you Serena! We're going to miss our meetings with you! \*\*\* ALEXA + STEVEN Oon't even hesitate! DO IT , BOOK HER!!! Serena was hands down an angel! She helped me out so much within the last few weeks leading up to the wedding. I'm very organized and very detail oriented but Serena! She crossed all my T 's and dotted all my I 's. The day of went so smooth because of her! She handles everything like the boss lady she is. My bridal group and family were amazed by how she worked and made everything breeze the day of. Thank you so Click here for much Serena , Steven and I could have not had anyone better to help coordinate our big day! More Reviews!

## SERENITY BLOOM Payment & CANCELLATIONS

#### PAYMENT SCHEDULE

Non Refundable Deposit: \$500

At the time of signing the contract

1st Payment | 50% of Invoice 90 days before the Wedding Balance due
30 days before the Wedding

\*Outstanding invoices will be charged a 5% penalty.

### BILLING & PAYMENT METHOD

#### We Accept:

- Zelle, Venmo, Apple Pay 951-515-2402 or serenasaints@gmail.com
- All Major Credit Cards via HoneyBook- will include a 3% service fee

### CANCELLATION POLICY

Cancellation on or after 6 months prior to the wedding date: entire balance is due, do to work already completed and loss of date.

Cancellations must be made in writing and signed by the contracted party.



### Q: WILL YOU BE THE PERSON ON-SITE THE DAY OF OUR WEDDING OR WILL IT BE ANOTHER PLANNER?

A: I will be the person on-site the day of your wedding. Depending on your wedding size, I will have the appropriate amount of assistants that day to ensure we are not understaffed and your day goes as smoothly as possible! If there are any changes to the coverage you will be notified before your wedding day.

Additional assistants are at a rate of \$330 each

### Q: DO YOU HAVE A PAYMENT PLAN FOR YOUR SERVICES?

A: Yes! A non-refundable initial retainer of \$500 is required to secure your wedding date, and the remaining balance will be broken into two installments to be paid prior to your wedding day.

If you want to customize your installment plan further, we do offer additional options.



I'd love to connect with you and see how I can help make your big day joyful and stress-free!

If you want a free consultation, you can click on this button to fill out a quick contact form.

### CONTACT NOW

I will be in touch within 48 business hours!



Monday- Friday 9:00am - 6:00pm

\*Closed weekends and holidays

Phone: 323-435-9357

Email: <u>serentiybloom2022@gmail.com</u>

