

PACKAGES MADE FOR YOU

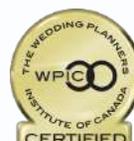


EVENT PLANNING & DESIGN



About YES

YES, Inspired Events is a full-service Events & Design company. Our goal is to ensure your wedding runs flawlessly, We use our creativity and years of experience to make your special day turn out exactly how you want it. As industry professionals, we help select the best vendors that best suit your budget and your event style. No detail is overlooked and every design is unique and different from each event and design. Infusing innovative concepts into the design and logistical aspects of the planning process, we produce unique events for our clients to enjoy. Bringing your vision to life through stylish details, We love to design events! We thrive on working with the industry's best to produce stylish, chic, and modern designs.



HITCHED

Inclusions

All packages include the following, however, as each wedding is different, so will your package inclusions. All design packages will be costumed according to event needs. We want you to be as stress-free as possible, so we would be happy to assist in the following:

WEDDING DAY COORDINATION

- Act as the “go-to” for any vendors, wedding party, and bride or groom
- Run the program during the reception
- Assist in coordinating your morning - wake up call, communication with vendors arriving, wedding party and family if needed
- Greet and assist all vendors with any setup instructions for the ceremony as well as the reception
- Disbursement of all vendor gratuity and final payments
- Assist/supervise setting up ceremony + reception décor, table décor, place cards, guest book, gift table, programs, menu cards, dessert table, photographs, etc.
- Manage the timing of the day for the bride and groom, wedding party, family, and vendors
- Review seating assignments
- Round up, line up, and cue the wedding party when it's time to walk down the aisle
- Appropriately cue the ceremony musicians
- Appropriately cue and prepare you through the grand entrance, toasts, cake cutting, first dance, other dances,
- Lite all candles and ensure all last-minute touches are completed
- Ensure all vendors complete all obligations at the completion of their job before exiting
- Tear down team at the end of the evening (upon request)

FINALIZATION OF DETAILS

- Finalize and distribute “The Big Day” timeline and details for all wedding party guests and vendors
- Finalize vendor confirmations
- final review of contracts
- Organize and event detail package for the day of
- Create ceremony timeline & distributes copies during the wedding rehearsal
- Creation of ceremony & reception program
- Create and finalize MC/DJ notes

WEDDING WEEK COORDINATION

- Rehearsal coordination
- Coordinating final details or changes with vendors so you don't have too
- Collect personal items such as décor, photographs, guestbook, favors, toasting glasses, cake serving set, etc. (usually at rehearsal dinner)
- Sends checklist and reminders
- Final phone call



Already There

THE MONTH OF EVENT MANAGEMENT & STYLING

ORGANIZATION & GUIDANCE

- Includes everything on page 3
 - Consultations via phone, email, and video chats
 - Vendor Referrals
 - Shared Google Drive folder with workbook, checklists, examples, templates & more to help you stay organized and keep us informed about all the important details
 - Set up & tear down the team (Upon request)
 - Guide and assist with décor ideas
 - Assist with setting up the floor plan and design layout based on what works
 - Creation and management of your personalized design concept and planning details
 - Includes some design planning & decor vendor referrals
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PRE PLANNING

This package includes our professional services in creating an overall, seamless execution plan for your big day. We provide a site visit at the venue, contact your vendors to wrap up the finer details, and create a detailed itinerary outlining the flow of your day that is in turn, distributed to all parties involved in making your day a memorable soirée. By making us the main point of contact for any family, guest and vendor inquiries, you will wholeheartedly be able to soak in your special moments without stressing over the details. You can also rest easy knowing that an emergency kit is only a few steps away for those unforeseen little accidents that typically occur on the wedding day.

- Regular updates to keep ahead of checklist 2-3 months before
 - Vendor scheduling, confirmations and coordination during the last couple months of the planning
 - Venue site visit
 - Rehearsal coordination
 - Assisting with transportation coordination
 - Creating the event program and refining the details
 - Detailed wedding itinerary and documents
 - Booking and coordinating the final meeting with vendors
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LITE DESIGN PLANNING + STYLING

- Design Consultations and finalizing details
- Floor-plan diagram creation with table/seating arrangements to be color coordinated
- Assist with setting up the floor plan and design layout based on what works best in the venue
- Creation or assistance of signages and stationery (Seating arrangement, welcome sign, table numbers, etc. (upon request)
- Curations and discounted rentals upon request
- Some complimentary decor for cake table & receiving table
- Guide and assist in wedding favors, wedding party gifts, and out-of-town baskets
- Discounted rentals, curated designs and signage

Half way there

PARTIAL PLANNING, DESIGN CONCEPT & STYLING

Partial planning allows you to take the leading role in while we aid with the final details. Together, we tailor a custom planning package that best suits your needs. This package receives stress for the day of so you can just sit and enjoy your big day! With every detail accounted for, we take all of your pre-booked Vendors and decisions made thus far and coordinate them into one tightly knit package to ensure that the final product is of the utmost perfection. With this, we help you design the Wedding as a whole alongside your Vendors as well as our amazing Lead Designer to ensure that your vision truly comes to life.

ORGANIZATION & GUIDANCE & PRE PLANNING

- Includes everything on page 3
- Begins 6-8 months ahead
- Initial planning consultation
- Unlimited hours of consultation via phone, email, meetings, and video chat
- Assistance/management of your wedding budget
- Management of your vendor contacts, appointments, and payment schedule
- Creation and management of your personalized checklist
- Creation and management of your event design
- Vendor Referrals
- Etiquette Advice
- Custom workbook and shared google drive that we work from to keep you organized and informed

VENDOR SELECTION

After our initial consultation, we will connect with your vendors. If you are still in the process of selecting vendors, we will share our vendor list and go over your options. We will set up appointments, attend final meetings, and manage all communication with vendors.

- Transportation
- Caterer/Bakery
- Officiant
- Decor vendors
- Photo Booth Rental
- Hair and Makeup
- Photo/Video
- Floral Designer
- Rental Company
- Musicians/Band/DJ



DÉCOR & FINER DETAILS

- Guide and assist with choosing floral arrangements, linens, and rental items
- Assist with setting up the floor plan and design layout based on what works best in the venue
- Walk Through at Selected Venue to further discuss Design, Set Up, Floor Plan, Diagram Layout, etc.
- Custom mood board, and design concept
- Budgeting, Vendor sourcing & Curations
- Includes décor set up styling & teardown
- Access to all décor inventory on discount - All table items are complementary, extra costs (on discount) for curations, large items/structures, and new inventory



FINALIZATION OF DETAILS

Includes everything on page 3 plus the following

- Finalize vendor confirmations
- Creation of signages/table numbers
- Assist in creating wedding favors, wedding party gifts, and out-of-town baskets (upon request)
- Send mock photos of designs - actual designs will be created on the day of
- Specific tasks dedicated to your event - please advise



All the way there

FULL-SERVICE PLANNING, DESIGN & RENTALS

This package is perfect for the busy couple and begins with 10-12 months (or more) of logistics & design planning. We help scout venues, create a décor scheme, and negotiation and management of vendors. From budget management to tracking payments and a personalized planning schedule, our Full-Service Planning offered what you need to make your planning manageable and enjoyable.

ORGANIZATION & GUIDANCE & PRE PLANNING

- Detailed initial consultation
- Venue sourcing & site visits
- Assist with additional events (pre-wedding events, rehearsal dinner, etc)
- Unlimited hours of consultation via phone, email, meetings, and video chat or in-person consultations
- Creation and management of your wedding budget
- Management of your vendor contacts, contracts, appointments, and payment schedule
- Accompaniment to wedding shows
- Creation and management of your personalized checklist
- Weekly or monthly updates
- Shared google folder with a tailored workbook that we would work on together during the planning process which includes all the needed templated, checklists, budgeting sheets, and a detailed guest list planner
- Planning workbook & tracker, Color scheme booklet, client guide booklet, inventory book & needed supporting documents
- Vendor Referrals & negotiations
- Etiquette Advice for invitation or website details as well as a review of your invites, save the dates and website



VENDOR SELECTION

After our initial consultation, we will research and compile a list of trusted vendors whom we believe will achieve your dream wedding within your allotted budget. We will negotiate with these vendors to get you the best deals, saving you time and money. We will set all needed appointments, attend meetings, and manage all communication as needed.

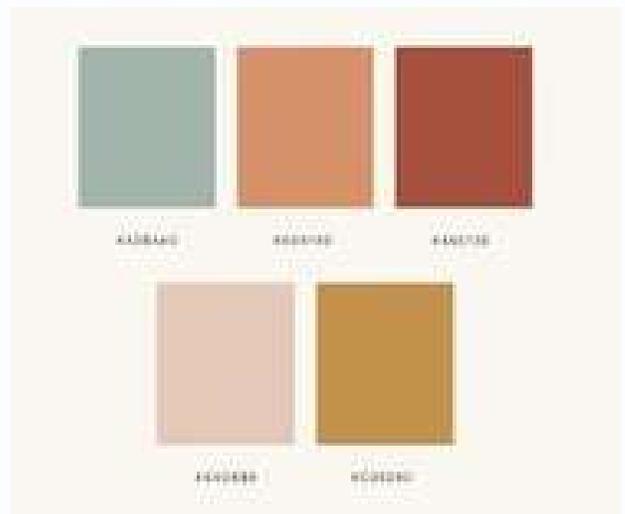
- Stationery Designer
- Photographer/Videographer
- Floral Designer
- Rental Company
- Musicians/Band/DJ
- Photo Booth Rental
- Hair and Makeup
- Dress & Tux Purchasing
- Rehearsal Dinner Venue
- Hotel room blocks
- Transportation
- Ceremony Venue
- Reception Venue
- Caterer/Bakery
- Officiant



DECOR & FINER DETAILS

We will assist you in developing the full and overall aesthetic for your wedding weekend, from the rehearsal dinner décor, to your big day décor. We want to turn your vision into a reality! Our designs are carefully curated specifically to you and your wedding

- Develop design concept & mood board
- Guide and assist décor, including florals, linens, rentals stationery & signage
- Assist with the floor plan and design layout
- Guide and assist with wedding favors, wedding party gifts, and out-of-town baskets (We offer a discount rate for any welcome gifts, gift favors, and wedding party gifts or gift boxes)
- We create the design plan which would be finalized together
- Connect & research relevant design vendors
- Order additional rentals if needed (furniture, specific design pieces, etc)
- Design recommendations + execution/curation
- Implementation of design onsite
- Set up & tear down team on site
- Access to all inventory - Curations and large setups may be added based on design (discounted), however, we will always discuss this ahead of time.



Custom Wedding Planning



To assist with specific details. Please inquire for pricing. Custom packages are for couples who may have already started, who are hands on with their wedding planning or only need assistance with certain areas plus day or coordination. If you don't see the package you are looking for, we will be happy to curate one for you

Your Planning Process



We are dedicated to providing you with all the answers and info. Although the full wedding package includes all, We will always provide you with assistance no matter which package you choose. One of the benefits of hiring a Wedding Planner is not having to stress about researching vendors. All clients will receive a google drive shared folder filled with templates, examples, timelines, weekly agenda, and all the information that we will need during your planning process.

As an Events & Design company, we have connections to all vendors such as :

Florals, Engagement Ring, Decor Rentals, Installations, Catering, Officiants, Indoor & Outdoor Venues, Ceremony Sites, Wedding Attire, Estheticians, Makeup, DJ, Vinyl Flooring, Entertainment



Ala Carte



REHEARSAL DINNER COORDINATION

We will work with your vendors to make sure your vision is executed to perfection.

- Set up table décor including linens, flowers, candles, place cards, etc.
- Work with the caterer or restaurant staff to make sure the menu is precise and accurate
- Set up team onsite - Tear down upon request



DESIGN PLANNING ONLY

For those who love our aesthetic but are planing their own wedding, or working with another planner, we offer complete event design on its own. A detailed, visual wedding décor design complete with vendor suggestions that fit within your budget, hand-drawn mockups, and a mood board will give you a thorough look at how your wedding will come to life. On top of this detailed design, we'll help you handcraft the most fabulous décor, and thrift high and low for that perfect vintage statement piece.



CONSULTATION PACKAGES

Package A - Consultations & Research & some guidance - \$850

Wherever you might be in the planning process, our consulting services will provide you with professional assistance when you need it. Whether you are looking for vendor referrals, theme design, timeline assistance, or simply need advice, we can provide you with all the information you need. Can be used for design planning as well

- Research
- Digital information & documents to complete on your own page (guide book, workbook, templates & examples)
- 3 consultation call
- Recomendations

Package B - Consultations & some guidance - \$400

- Digital information & documents to complete on your own page (guide book, workbook, templates & examples)
- 3 consultation call
- Recomendations

A la Carte

CUSTOM GIFT BOXES

Our custom gift boxes fit all occasions! Our wedding party collections are always costumed to your friends and family. Let us know how we can be part of your wedding party proposals and special gifts for you to share with your loved ones!

ENGAGEMENT PARTIES/WEDDING SHOWERS

We understand how much work gets put into planning a wedding. Let us help you plan your events leading up to your wedding day so that you can enjoy the two of you and all of the excitement on the day itself. We offer engagement parties, bridal showers, and pre-wedding events.



READY FOR YOUR CONSULT?



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Serving events in Western Ontario & Canada