



# 1 ELEGANT EVENT, WEDDING PLANNING COORDINATION PACKAGES & INVESTMENTS



## Full Day Month Of Coordination

- Includes 2 1EE Coordinators, each add. coordinator is \$400
- 1-hour Pre-Wedding Rehearsal Director, up to 2 days before your wedding day.
- Full Wedding Day Management
- Planning session: A 1Elegant Event Coordinator will meet with you 1 month before your wedding to review your third-party vendor contracts and requests.
- Phone & email conversations during the 30 days before your wedding.
- Etiquette advice
- Your 1 Elegant Event coordinators will help with closing out your final wedding details.
- Create or refine the overall wedding day and wedding aisle flow.
- Manage final confirmations of your hired group of wedding professionals' details, arrival times, their wedding day contact information, and if applicable schedule rental returns.
- Collect all of your personal wedding day items. A full list of items to be collected will be given to you.
- Your 1EE Coordinator will direct your Reception
- Guiding wedding party for the ceremony & throughout the day
- Final Venue walk-through 2-7 days before your wedding.
- Giving of final payments and tips on your wedding day, that is given to us from the couple or responsible persons.
- Distributing and Pinning on flowers and corsages
- Assisting the bride with getting dressed, bustling gown & dress changes.
- Cueing musicians, speakers & entertainment and MC assisting if needed
- Managing the event's final touches
- Managing your host to direct guests and assist guests with questions
- Guiding the couple throughout the wedding day
- Cueing scheduled person to give a toast, dance, and assist guests with the Grand Departure photo opp.
- Being ready for emergencies and unexpected occurrences.
- Securing wedding day gifts with a pre-assigned person of your choosing.
- Overseeing the breakdown of your celebration.
- RSVP and Guest Management, and table seating chart directors (available at an added fee)
- Custom Timeline and Final Room Layout: We create your detailed custom timeline for your wedding rehearsal and wedding day only. Your day of timeline is given only to all wedding party members at your wedding rehearsal. Your coordinator will facilitate the reception according to the pre-planned reception flow timeline which is made during your month of planning session.
- Setting Up: Light setup and breakdown of table decorations included.
- This package does not include complete end-of-night clean up or room flips

\$3000 / deposit \$1000

## Month Of Coordination 8hrs

- Includes 1 Coordinator, each add. coordinator is \$400
- 1-hour Pre-Wedding Rehearsal Director, up to 2 days before your wedding day.
- 8 hour Wedding Day Management
- Planning session: A 1Elegant Event Coordinator will meet with you 1 month before your wedding to review your third-party vendor contracts and requests.
- Phone & email conversations during the 30 days before your wedding.
- Etiquette advice
- Your 1 Elegant Event coordinator will help with closing out your final wedding details.
- Create or refine the overall wedding day and wedding aisle flow.
- Manage final confirmations of your hired group of wedding professionals' details, arrival times, their wedding day contact information, and if applicable schedule rental returns.
- Collect all of your personal wedding day items. A full list of items to be collected will be given to you.
- Your 1EE Coordinator will direct your Reception
- Guiding wedding party for the ceremony & throughout the day
- Final Venue walk-through 2-7 days before your wedding.
- Giving of final payments and tips on your wedding day, that is given to us from the couple or responsible persons.
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- Custom Timeline and Final Room Layout: We create your detailed custom timeline for your wedding rehearsal and wedding day only. Your day of timeline is given only to all wedding party members at your wedding rehearsal. Your coordinator will facilitate the reception according to the pre-planned reception flow timeline which is made during your month of planning session.
- Setting Up: Light setup and breakdown of table decorations included.
- This package does not include complete end-of-night clean up or room flips

\$2000 / deposit \$1000

## Platinum Wedding 3 Months of Coordination

Is this package for you?  
 (For weddings with budgets over \$90,000+++)  
 Or Would like a more luxurious seamless level of service?  
 You already planned your detailed luxury Platinum Wedding, but need help with your rehearsal and wedding management on the day of the wedding?  
 This is the package for you!

Platinum Wedding Wedding Rehearsal and Wedding Day Management Only  
 Management Service/ Day Of Coordinator:  
 \$8000++ for a team of 4  
 \$10,000++ for a team of 6

Non-Refundable Deposit:  
 \$4000 Balance due 30 days before your wedding date

Experienced Certified Master Wedding Coordinators  
 Certified through the Association of Wedding/Bridal (ABC) or other National Wedding Certification program.

This package is coordination only for your upscale, luxury wedding. Full-service details will be discussed at your consultation, price may be adjusted due to complexity.

Travel fees apply for out of our base areas locations.

Includes everything in the Day of Wedding Management and Wedding Rehearsal Director package with added services to be discussed at your one-on-one consultation.

Price discussed at your Free Consultation

Additions, package details, and final fees are based on your celebration needs and venue booked. Your complete cost estimate is shared at your Free Consultation.

- Room furniture set up \$500++
- Room Flip During Cocktail Hour: \$500++
- End of night clean up crew: \$500++
- RSVP & Invitation Management \$600++

Some venues require more than our list price number of consultants. If needed, each additional Consultants is \$500 - \$1500 depending on your booked venue.

To book your package, your deposit is required and final payment due 30 days before your celebration.



# 1 ELEGANT EVENT, WEDDING PLANNING WEDDING PACKAGES



## 1 Elegant Event, Wedding & Event Planning



### Wedding Coordination & Planning

PACKAGE COMPARISON CHART

FEATURES	DAY OF COORDINATION	MONTH OF COORDINATION	ELATED & ENGAGED FULL PLANNING	A ROYAL OCCASION FULL PLANNING
Wedding rehearsal Director	✓	✓	✓ 	✓
8 Hr Only Wedding Day Directing & Management	✓	✓	✓	✓
Full Day Wedding Directing & Management		✓	✓	✓
Wedding Weekend Timeline Creation	✓	✓	✓	✓
Month of wedding organizing & management Tie up any loose ends		✓	✓	✓
Ceremony and Reception Room Layout Creation		✓	✓	✓
 Wedding vendor referrals and pre screening			✓	✓
Venue Location Sourcing			✓	✓
Start to finish custom wedding plan and timeline			✓	✓
Up to 3 Scheduled planning sessions & full wedding management			✓	✓
Event design plan creation			✓	✓
Unlimited Scheduled Planning sessions & full wedding management				✓
Personal Wedding Day Assistant (ie Lady in waiting)				✓
3+ Assistant Wedding Coordinators				✓
RSVP Management & Guest Concierge & other premium services				✓
Client chooses & leave it all to the planning service				✓

Additions, package details, and final fees are based on your celebration needs and venue booked. Your complete cost estimate is shared at your Free Consultation.

- Room furniture set up \$500++
- Room Flip During Cocktail Hour: \$500++
- End of night clean up crew: \$500++
- RSVP & Invitation Management \$600++

Some venues require more than our list price number of consultants. If needed, each additional Consultants is \$500 - \$1500 depending on your booked venue.

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# 1 ELEGANT EVENT, WEDDING PLANNING FULL SERVICE WEDDING PLANNING PACKAGES



## Elated & Engaged

Planning Package Overview:  
Wedding Venue Referrals & private venue tours set up for you, wedding pro referral program & meetings set up, custom to-do list creation, budget planning, timeline creation & management, wedding pro-management, design coordination, wedding rehearsal director, and day of coordination management.

- Includes a 1 Elegant Event Certified Coordinator for your Wedding Day Management & Rehearsal Director (see Month of Coordination package for more day of details)
- Full Wedding Ceremony and Reception Planning support.
- 3 scheduled planning sessions outside of vendor meetings, with our National Event Specialist, Cossie Crosswhite, or a 1 Elegant Event Master Planner.
- Help with venue/ location selection
- Licensed Third Party Wedding Professional Referrals
- Vendor Meetings and Payment management
- Detailed Custom planning timeline with your full wedding planning layout and one for your wedding weekend. Our Customized 1EE Organizer to keep all of your contract copies, ideas, and timeline papers in style. and partner vendor
- Our assistance in creating your custom wedding design and working with your event designer to facilitate the production of all details.
- Full Wedding Production Management, 1 Elegant Event regulates all details concerning wedding vendors and other wedding related specifics.
- Online comprehensive interactive wedding planning administrative system that includes all parties involved that the couple can review by computer or smart phone.
- Wedding-related event help. You choose 1 extra wedding-related event that we help with: Helping designated persons (person of honor/ best mate) with the planning of the Rehearsal Dinner or Rehearsal Gathering. Helping designated persons with the planning of 1 other wedding-related event: Bridal Shower, Bridal Tea, or Bachelor/ Bachelorette Party Or the planning of 1 nonwedding day Cultural Wedding Week Event (all others will be an extra planning fee. Price depends on the level of complexity and number of extra wedding week events)
- Included in this package is a "Lady in waiting" or "Day of Bridal Assistant" personal assistant who on the day of the wedding is there just for her. Whatever she needs, they are there to make her day more comfortable and less stressful. She can be a bouncer to keep anyone undesired out of the bridal suite, assist in getting her in and out of her gown, assist her in anything she needs, and many many other things a Bride may need to be handled on her wedding day.
- Included is 1 Prime IV Hydration session and exclusive 1EE discounts for your wedding party sessions at Prime IV.
- Wedding invitation design management with our luxury wedding custom invitations design team. RSVP Management, & individual table seating chart creation.
- If no event designer is hired, included is light table decor setup.

Travel Fees will be assessed for all Destination Weddings

\$5500 / deposit \$2000

## A Royal Occasion

What is Our Royal Occasion package:  
This is for the person who does not have the time or interest in the fine details and the inter workings of their fabulous celebration. 1EE does all of the behind-the-scenes work and only contact you for changes and approval. Very low stress and low maintenance for busy engaged couples who want a fabulous celebration without all of the choices.

- Includes Our Award Winning Master Planner, Cossie Crosswhite for your Wedding Day Management & Rehearsal Director (see Full Month of Coordination package for more day of details)
- Full Wedding Ceremony and Reception Planning support.
- 3 scheduled planning sessions outside of vendor meetings, with our National Event Specialist, Cossie Crosswhite, or a 1 Elegant Event Master Planner.
- Help with venue/ location selection, booking of venue tours for in-town and for destination venue onsite and virtual tours. (travel for destination wedding venue tours is additional details TBD at your free consultation)
- Licensed Third Party Wedding Professional Referrals
- Vendor Meetings and Payment management
- Detailed Custom planning timeline with your full wedding planning layout and one for your wedding weekend. Our Customized 1EE Organizer to keep all of your contract copies, ideas, and timeline papers in style. and partner vendor
- Our assistance in creating your custom wedding design and working with your event designer to facilitate the production of all details.
- Full Wedding Production Management, 1 Elegant Event regulates all details concerning wedding vendors and other wedding related specifics.
- Online comprehensive interactive wedding planning administrative system that includes all parties involved that the couple can review by computer or smart phone.
- Wedding-related event help. You choose 1 extra wedding-related event that we help with: Helping designated persons (person of honor/ best mate) with the planning of the Rehearsal Dinner or Rehearsal Gathering. Helping designated persons with the planning of 1 other wedding-related event: Bridal Shower, Bridal Tea, or Bachelor/ Bachelorette Party Or the planning of 1 nonwedding day Cultural Wedding Week Event (all others will be an extra planning fee. Price depends on the level of complexity and number of extra wedding week events)
- Included in this package is a "Lady in waiting" or "Day of Bridal Assistant" personal assistant who on the day of the wedding is there just for her. Whatever she needs, they are there to make her day more comfortable and less stressful. She can be a bouncer to keep anyone undesired out of the bridal suite, assist in getting her in and out of her gown, assist her in anything she needs, and many many other things a Bride may need to be handled on her wedding day.
- Included is 1 Prime IV Hydration session and exclusive 1EE discounts for your wedding party sessions at Prime IV.
- Wedding invitation design management with our luxury wedding custom invitations design team. RSVP Management, & individual table seating chart creation.
- If no event designer is hired, included is light table decor setup.

Travel Fees will be assessed for all Destination Weddings

\$8500 / deposit \$3000

## Platinum Weddings

Are you a Platinum Bride?  
This package is for the couple with refined tastes who desires an exquisite celebration, without having to personally do all the associated tasks!

This selection is a completely customized package, which can be as easy as:  
You tell us what you want,  
We work our magic!  
You know, Fairy Godmother Style!  
We submit to you your custom design plan and once you say it's Fabulous, it all is done for you!

No meeting third-party vendors, no timelines, just a few venue tours, food tastings and your wedding design preview or if you want to, you can be as involved in the choosing part as you would like, it's all up to you!

In our platinum wedding package, if it can be done, it will be done for you!  
The final price for this package will be discussed after your wedding design meeting.

Included in your investment, is coordination and full production management of the Wedding Rehearsal and Wedding day, full wedding celebration planning support of all wedding-related events, and per-needed scheduled planning sessions with our International Wedding & Event Specialist, Cossie Crosswhite.

Your investment starts at \$12,000, our planning fees are 15% of the total ending wedding budget. This package is for Weddings with a total budget of \$100,000 +

If you have a wedding budget (under 100,000) and would like our platinum service; it would be the base investment fee. The non-refundable deposit to get started with this plan is \$6000

Your final investment is based on the complexity of your event  
Platinum Planning Exclusive Extras:  
Luxury wedding stationery facilitation and creations, Confidentiality agreements, special accommodations, secret events, multi-destination celebrations, and many more.  
More Platinum details:  
Complete Wedding Production management with the planning of every detail of your wedding from start to finish. Be as involved as you like, or not involved at all.  
Award-Winning Service Provider Referrals and pro-management:  
We fit you with the best of the best wedding service providers that fit your personality and style such as photographers, cinematographers, venues, pastry artists, culinary, DJs, Bands, rentals, build-out contractors, and others.  
1 Elegant Event manages your contractual obligations, monitors your budget, and schedules your meetings for you with our International Event Specialist, Cossie Crosswhite in attendance as your advocate.  
Venue/ location selection:  
We discuss with you your ideal wedding location and schedule private tours with the venues you have chosen based on your schedule availability. 1 Elegant Event also has access to several privately owned luxury venues through our exclusive realtor that can be rented. If you are looking for a one-of-a-kind location other planning companies do not have access to, we can! Travel fees and accommodations for non-virtual destination event tours for the planner are provided by the client.  
\*Our Guest Concierge Service is also included in this Platinum Wedding Planning Package  
Day of Wedding Management Team: The number of team members for your event day is based on the complexity of your celebration. This is included in your service fee.  
Personal Wedding Day Assistants  
This is the wedding couple's personal assistant who on the day of the wedding is there just for them and their needs. Assisting the client in anything they need and things that may need to be handled on your wedding day.  
Luxury Event Design  
Event custom designed per your dream wedding request and help (if needed) modify it to give you the look and feel you desire. Complete access to our events production team to give you your luxurious custom-designed elegant wedding to be approved by you from our Award Winning Event Design team!  
We will schedule a complete table design set-up meeting before your wedding for you to view for final modifications.  
Complimentary Wedding Shower & Rehearsal Dinner Planning  
In this package, we lend a guiding hand to the person who is planning this wedding event for our client. This is a bonus service with this package, but travel and accommodation fees will be added if travel is involved.

\*\*\*Ask about our Platinum wedding planning and Platinum wedding photography package.

Price discussed at your  
Free Consultation



# 1 ELEGANT EVENT WEDDING & EVENT PLANNING

## A LA CARTE SERVICES



**Partial Wedding Planning:**  
\$ 3800+ (some exceptions do apply)  
Deposit \$1000

\*\*\*Already Started planning your wedding,  
but would like for us to take over planning for you....

Please look at The Elated and Engaged Wedding Planning Package details  
[You must have at least 2/3's of your necessary vendors booked to qualify for this package.](#)

**Vegan Wedding, Certified Green Wedding, Eco-Friendly Wedding Planning Services**  
Investment starts at \$6000+ Deposit \$2000

1 Elegant Event wedding & Event Planning is one of the very few certified to produce eco-friendly and vegan weddings of all levels.

Please look at The Elated and Engaged Wedding Planning Package details at the green wedding level you decide on this at your wedding planning consultation. Details of these services are shared at your free consultation.

**Indian, Hindu, Vietnamese, and other Multi-Day Wedding Celebration Planning in the USA & other cultural tradition wedding services (Jewish, African, Asian, Fusion, and more.**  
Investment Starts at \$6500+++  
Non-Refundable Deposit \$2500

The price depends on how many of your traditional cultural wedding event celebrations you are choosing to take part in, the level of complexity of each, if we have to source live animals, source unavailable USA items, and any other specialized details. This planning package also includes most of what is listed in our other full-service planning packages, but at the wedding level you decide on, at your wedding planning consultation.

**Destination Wedding & Photography Package**  
1 Elegant Event Destination Wedding Planning & Keith Cephus Photography service:  
\$8000 (base price) plus travel fees

Your Dream Luxury Destination Wedding Package with full-service start-to-finish destination wedding planning at your dream wedding location, guest concierge service for travel accommodations for the engaged couple and all guests. Detailed Full Wedding Planning service and planning of associated wedding events at your destination location. Photography for your full destination wedding celebration at the destination by the world-renowned Keith Cephus Photography.

Final price based on the service level needed for your celebration and location requires.

**Let's Elope!**  
Complete elopement package planning, video/photography and set up  
Plans starting at \$3000

(The Elopement Packages are only available Monday-Thursdays unless your date is less than 6 weeks away & we have your weekend date available for 10 or fewer total people.)

**Poppin the Question, Marriage Proposal Planning Package!**  
Complete marriage proposal planning video/photography and set up  
Plans starting at \$500+++

(Package available Monday-Thursdays unless it is less than 6 weeks away & we have your proposal date open)

**Guest Concierge \$700+++**  
RSVP management, invitation preparation, guest room block help, and seating chart help. Per 100 guests.

This is included in the Platinum Wedding Planning Package and the Royal Occasion Planning Package.  
Not included in any of the Day of Management packages

**Sandals Resort & Beaches Resort**  
Wedding Planning and/or combined with honeymoon planning: \$2,500  
A refundable deposit \$500

This is our planning fee for planning all of the details and accommodations for you and your guest at your destination wedding at the Luxurious Sandals Resort (adult-only resort) or Beaches Resorts (same as sandals but children are allowed). We do offer on-site coordination, which is recommended and can be discussed at your pre-booking consultation, travel fees will apply.

**Wedding Budget Planning Session Only: \$350**  
(2-hour session with written plan)

Wedding Planning Session to set your budget plan for your wedding. You will receive a questionnaire to fill out before your session. This is included in all of our full-service wedding planning packages listed above.

Additions, package details, and final fees are based on your celebration needs and venue booked. Your complete cost estimate is shared at your Free Consultation.

Room furniture set up \$500++  
Room Flip During Cocktail Hour: \$500++  
End of night clean up crew: \$500++  
RSVP & Invitation Management \$600++

Some venues require more than our list price number of consultants. If needed, each additional Consultants is \$500 - \$1500 depending on your booked venue.

To book your package, your deposit is required and final payment due 30 days before your celebration.



# 1 ELEGANT EVENT WEDDING & EVENT PLANNING

## A LA CARTE SERVICES



### Vendor & Venue Recommendation Session Only: \$250

Wedding Planning PDF Sent to you with our preferred wedding vendors/venues in your area for you to contact and manage that fit into your requested budget and situation based on the information we receive from your vendor recommendation questionnaire.

This is included in all of our full-service wedding planning packages listed above.

### First Phone/Zoom online pre-booking consultation: FREE

1st time wedding consultation via phone call, Facetime, or online video service 15-30 minute session

\*\*\*Additional Phone/Zoom online pre booking consultations \$100 per hour, 1 hour minimum  
\$100 is pre-paid. This is not added to your service booked

### Hourly Wedding Planning session: \$100 per hour

You have wedding questions that you would like a professional to answer or would like to test out our planning services. Maybe you are about to start a business and would like to talk it over with a professional.

### Professional Wedding Singer \$350+

- Recorded Music and/or sheet music is supplied by the client
- Travel fees may apply if more than 30 miles from the Waterside District Norfolk, VA · Crosswhite Classically trained singer, with BA in music performance from the University of KY. · She is very flexible in her ability to sing many styles/genres [Classical, R & B, Country, Pop, Christian, Gospel, Rock etc...] in foreign languages and popular and non-popular wedding selections. · Please give her up to 2 weeks to learn a new song for your event if that is what you are requesting. Can sing with a track if provided by the client, or with an accompanist if supplied by the client, or if she provides one at an extra \$150 fee for the pianist or at track cost.
- She can also sing acapella [without music accompaniment]
- Cassie Crosswhite is also a national gospel recording artist whose CD is available on iTunes & Amazon. · She has sung on various stages in musicals and operas around the US and Spain. She was also a member of the Mobile Opera.

### Wedding Clergy/ Officiant Package \$300

- 1 Elegant Event officiants offer both a religious-based and a non-religious-based ceremony.
- We do allow customization, modifications, and add-ons to our ceremonies
- One of our professional wedding officiants will be there to perform your traditional wedding ceremony, themed wedding, nontraditional ceremony, or beach wedding. We offer male or female officiants. Legal filing of your license is included, and information is given about what is needed in your ceremony area to obtain your legal license certificate which varies greatly by area. [In some areas takes up to 4 days or more for a couple to obtain a license and medical requirements are necessary in some areas also.]
- \$50+ Travel Fee applicable for ceremonies more than 30 miles from Waterside Downtown Norfolk, VA

### Premarital Counseling \$300

- Available in person or, by Zoom [This is an optional service, not required to hire our officiants]
- 4 Sessions, session location is flexible. [Additional sessions are \$75 each]
- For couples who participate in voluntary pre or post-marriage counseling with our ordained clergy:
- All sessions are voluntary, but if agreed to voluntary service, the entire group of sessions must be completed by the couple and not individually. Sessions can take place in person, or by virtual meeting.
- The Couple does not have to complete all sessions to be married by our 1 Elegant Event Clergy. Pre-marriage sessions can be finished after said couple has already gotten married, but it is recommended that they are finished before marriage. All pre and post-marriage counseling sessions are kept completely confidential. 1 Elegant Event's pre-marriage sessions are taught by very experienced professional Ordained and Licensed Clergy of the Christian Faith and published marriage advice authors who are sharing their experience-based fact opinion. Our 1Elegant Event clergy pre and post-marriage counselors are not responsible for the outcome of the session participant's relationships or associated relationships and are not board-certified counselors. If a certified counselor or other licensed medical or mental professional service is needed, the couple will be referred to seek such counsel.

### Professional Wedding Pianist or Organist \$300+

Price based on the number of songs and song selection

[The client must schedule a 2-hour time slot for her to be able to practice on the booked ceremony church organ; every catholic church organ is different & she needs time to get familiar with the instrument.] Travel fees may apply if more than 30 miles from the Waterside District Norfolk, VA Graduate of the Louisville, KY Youth Performing Arts School in Plano BA Music University of KY Over 25 years of professional piano/organ experience

Can play most genres. Play by sheet music or by ear.

Music provided by the client at least 2 weeks in advance unless otherwise discussed Catholic Wedding Organ Service \$900+

Must provide a time for the musician to be able to come in the church and practice on the church's organ for at least one hour a few days before your wedding ceremony before your wedding rehearsal.

### All NON-Wedding, Event Planning Services Investments Began at \$500 +

Please schedule a consultation to receive an accurate price based on the complexity of your celebration or non-wedding / non-vow renewal event.

Additions, package details, and final fees are based on your celebration needs and venue booked. Your complete cost estimate is shared at your Free Consultation.

Room furniture set up \$500++

Room Flip During Cocktail Hour: \$500++

End of night clean up crew: \$500++

RSVP & Invitation Management \$600++

Some venues require more than our list price number of consultants. If needed, each additional Consultants is \$500 - \$1500 depending on your booked venue.

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