



We offer custom proposals for every event. Through the right scope of service, we help you define and realize your vision, goals, budget, style and expectations. Jubilee's wedding/event packages are detailed below. For more information about us and examples of our work visit www.jubilee-seattle.com

Full Service Planning

Full Service Coordination starts out with an in-depth interview in which we get to know all about you (i.e., what you do on date nights, where you vacation and dine, your passions). We talk with you - a lot. We listen with rapt attention to what you're saying or trying to say. When you don't have a clear image, we ask awesome questions to help you focus your wants, wishes and vision for your wedding.

Once we have achieved a mind meld in terms of your dream wedding and target budget then we start matchmaking. Based on your style, we present vendor options that we think match what you're seeking. We offer visual ideas on a personalized Pinterest page and design the wedding to meet your vision. We set up vendor appointments for you, attend appointments, and act as lead negotiator on your behalf. We manage all contracts, your wedding budget, floor plan and timelines. We give you your monthly to-do list and keep it all together in an online shared document. And of course, we'll be at your side on the big day to make the whole thing come together with grace and style.

Onsite, we'll orchestrate all vendors, oversee set up and clean-up, coordinate the timing of the day, and act as your wedding fairy godmother and surrogate hostess to your guests. This package includes monthly meetings throughout our contract and unlimited communication via phone and email.

For this package, we offer the following services:

- Custom Vendor Referrals
- Vendor Management
- Event Design & Decor
- At Home & Private Property Logistics
- Budget, Floor Plan & Timeline Management
- Guest List Management
- Mailings
- Accommodations
- Transportation
- Etiquette
- Weekend Activities
- Guest Hospitality
- Rehearsal Direction
- Onsite Management

Packages start at \$4,500

Day Of Coordination

Meeting 1:

You share your wedding vision with us and bring us up to speed on your plan thus far including hired vendors, decor ideas and any other details for your wedding day you might be thinking about. We offer professional recommendations on future vendor selection and answer any other questions you might have. Together, we build a first draft of your day of timeline and strategize for next steps.

Meeting 2:

We revisit the first draft of the timeline and update it based on your new vendors, ideas and revised vision based on our first meeting. Then we visit your reception venue and create a first draft of your floor plan, including table placement, decor and flow of guests. Additionally, we field any questions you might have about your planning process and support your vision as a whole.

Meeting 3:

Approximately 14 days from your wedding.... we finalize the plan. Ideally, your final plan is in place with all of your vendors and you bring us up to speed on all of the minutiae. Together, we fill in the blanks on all of the outstanding questions from our second meeting for timing, floor plan and decor. By the end of this meeting we are ready to lead your event with a tight timeline, contact list and drawings of your floor plan and decor.

Wedding week:

We call all of your vendors one week out from your wedding. We'll cross reference our plan directly with your team of vendors to ensure we're all on the same page for your wedding day. If anything comes up, we call you to find the win-win solution. We work in tandem with your celebrant and help manage your wedding rehearsal.

Onsite:

We're the logistics gals and glue for the vendor team, surrogate hostess for your guests, personal assistant for the two of you and your very own wedding fairy godmother. We oversee setup and strike of your venue, manage the team of vendors, setup light decor items such as escort cards, centerpieces, guest book and favors, distribute payments and gratuities, and keep the day moving with grace and joy.

Add in hourly consultation for a bit more planning, building, and research support for \$75 per hour (max 15 hours)

*** For couples who come to us well in to the planning process, we offer a streamlined package with more focus on the two weeks leading up to your event.*

Packages start at \$1,950 (Add \$400 for weddings beyond greater King County)

Hourly Consulting

Newly engaged and need a little advice on where to start with planning? Looking for a venue and/or vendors and feeling overwhelmed with the sea of choices? Have all of the pieces in place but need guidance on how to pull it all together without a day of coordinator? Use us as a professional resource for all your planning questions. May include vendor referrals, decor and theme ideas, support for styling and sourcing items, budgeting, etiquette, general and day of timeline, floor plan, catering and any aspect you are dreaming of for your wedding.

\$250 for first two hours then \$75/hour

Catering Support Staff

Whether you're working with a food truck or creating your own catering plan, we can help bring your vision to life with our experienced team of servers. We'll manage the rental order, set the tables with decor and service ware, maintain the sweet and savory items on the buffet, bus dishes, and oversee garbage, recycling and compost. At the end of the night we'll take care of the venue task list which means you get to go home and we'll clean up from the party! Starts at \$30/ hour plus 20% service fee with a minimum of 4 hours

Decor and Floral Services

In addition to our planning, coordination and consulting services, Jubilee offers table scape creation and basic floral design services. We also can provide in-house decor and offer a number of unique items for rent directly from our own inventory including lawn games, uplighting, votives, fabric & drapery and more.

Contact us at kristen@jubilee-seattle.com or 206/720-0383 for a consultation and a personalized quote. We'd love to hear what you are dreaming and how we can have fun making it a reality.