

## FREQUENTLY ASKED QUESTIONS

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*Nancy Heil*

2017-2018  
MENU OF SERVICES

- **HIRING A COORDINATOR SEEMS LIKE A LUXURY I'M NOT SURE WE CAN AFFORD.**

There is a saying "If you think hiring a professional is expensive, try hiring an amateur". There is a lot of truth in that statement. What does it matter that you got a great deal on the flowers if they were horrible on your wedding day? Maybe you found a "coordinator" who was a "great price" but can't seem to return a phone call or e-mail. Where's the "value" in that? When it comes to planning your wedding, you definitely get what you pay for.

The truth is, my services can fit into most any budget. I can suggest cost-effective alternatives to bring your vision to life. I have experience working within a wide range of budgets and can show you how to make your money go farther. This service alone can cover the cost of bringing me on board.

- **WHY SHOULD I HIRE A PROFESSIONAL COORDINATOR?**

You're busy which leaves you very little time to organize your wedding. There are so many details involved in planning a wedding that it can easily become stressful and hectic. Your wedding will most likely be the most expensive party you will host and planning this major project requires experience, patience, education and a lot of time. You can save time and frustration by hiring me to guide you through the planning process.

I have the knowledge, experience and quality resources essential to helping you realize your vision by offering creative suggestions, expert advice and cost-saving options.

- **MY VENUE ALREADY INCLUDES AN ONSITE COORDINATOR. WHY DO I NEED ANOTHER ONE?**

Unfortunately, many couples sell themselves short by assuming the venue coordinator will take care of everything that needs to be done prior to and on your wedding day. Being "part of the package" usually means that they will only handle all the responsibilities related to their specific venue. That does not mean that they will find hotel rooms for out of town guests, iron a bridesmaid's dress, keep you on track throughout the planning process, monitor your budget or make sure any rental equipment is returned.

They are not responsible for directing your wedding ceremony or rehearsal and may not be able to give you their undivided attention when it comes to your needs while planning your event. I will have a detailed understanding of your plans; from vendor selections to producing a timeline for the day. I coordinate not only with the food service but with all your team members. Your flowers will be in the right place. The seating cards, cake set, and toasting glasses are set. Your musicians and/or DJ will have had their sound checks and the cues have been discussed, and that every detail has been taken care of on your behalf.

- **I WANT TO PLAN MY OWN WEDDING. HOW COULD YOUR SERVICES BENEFIT ME WITHOUT TAKING OVER?**

I will serve as your guides and insure that your vision is realized. I can get you on track and can offer as much or as little assistance as you desire. With years of experience and knowledge of the industry, I can save you time, money and effort – not to mention stress! I do this by meeting with you to discuss your needs then explore your options. I can assist you with your planning from start-to-finish, offer help on a specific aspect, or can serve as your "Day Of" Coordinator on the big day to insure everything runs smoothly. I offer a lot of variety within my services.

- **WHAT SETS Nancy APART FROM OTHER EVENT PLANNERS?**

From planning fabulous events to working with non-profit organizations, I love what I do and truly enjoy helping people. I would be honored to create a special celebration for you.

From quick responses to all e-mails and phone calls to personally handling the various elements of your celebration, you can expect my superior level of service throughout the planning process. My energy, expertise, knowledge of the industry, high level of integrity, diplomacy, respect and fun attitude also sets us apart. I have great relationships with my vendors. Each of my clients is unique, so I love to create personal, customized events for them! I am extremely organized and my clients know that whenever they contact me, I know who they are as well as the key details of their event.



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## **FULL PLANNING PACKAGE | STARTING AT \$4,100\***

- Up to five (5) in-person 90-minute meetings
  - Design consultation to help you establish your theme and color palette
  - Venue scouting (plus, travel expenses for distances greater than 30-miles)
- Budget management
- Vendor recommendations and full vendor management, including:
  - Setting up consultations and meetings with you and your vendors
  - Contract assistance
  - Providing vendors with logistics information and day-of timeline
- Advice and consultation along the way
- Two (2) site visits (up to 60-minutes; plus, travel expenses for distances greater than 30 miles)
- “Day Of” Timeline creation and management
- Floor plan creation for ceremony and reception
- Rehearsal coordination, including:
  - Creation of timeline
  - Communication with officiant and any other present vendors
  - Direction of rehearsal run-through
- Day-of coordination, including:
  - Ten (10) hours of my services, plus my Assistant
  - Overseeing of wedding day timeline
  - Set up of details/décor
  - Collection of all personal items and gifts and handing over to designated family member or friend
  - Coordinating vendors, including incorporating them into the timeline and delivering any final payments
- Décor assistance, including:
  - Help sourcing décor items and/or rentals
  - Set-up and tear-down of details/décor
  - Custom curated Pinterest board to exchange ideas on décor, style, and design

## **MONTH-OF COORDINATION PACKAGE | STARTING AT \$2,800\***

- Three (3) in-person 90-minute meetings
- Two (2) site visits (up to 60-minutes; plus, travel expenses for distances greater than 30 miles)
- Timeline creation for “Day Of”
- Floor plan creation for ceremony and reception
- Any last-minute vendor recommendations
- Communication with your vendors starting four (4) weeks before your wedding
- Rehearsal coordination, including:
  - Creation of timeline
  - Communication with officiant and any other vendors that may need to be present
  - Direction of rehearsal run-through



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- Day-of coordination, including:
  - Ten (10) hours of my services, plus my Assistant
  - Overseeing of wedding day timeline
  - Set up of details/décor
  - Collection of all personal items and gifts and handing over to designated family member or friend
  - Coordinating vendors, including incorporating them into the timeline and delivering any final payments

### **DAY-OF COORDINATION PACKAGE | STARTING AT \$1,500\***

- Two (2) in-person 90-minute meetings
- One (1) site visit (up to 60-minutes; plus, travel expenses for distances greater than 30 miles)
- Timeline creation for “Day Of”
- Rehearsal coordination, including:
  - Creation of timeline
  - Communication with officiant and any other vendors that may need to be present
  - Direction of rehearsal run-through
- Day-of coordination, including:
  - Ten (10) hours of my services, plus my Assistant
  - Overseeing of wedding day timeline
  - Set up of details/décor
  - Coordinating vendors, including incorporating them into the timeline and delivering any final payments
  - Collection of all personal items and gifts and handing over to designated family member or friend

### **A LA CARTE PRICING**

Hourly Event Consultation & Support | \$80/hour

Vendor Selection (per category) | \$325

- Consultation to determine your style and needs
- Up to three (3) vendor recommendations per category
- Scheduling of and planner attendance at up to 2 vendor meetings

*Categories include: Photographer, Videographer, Florist, Caterer, Entertainment (DJ or Band), Bakery, Transportation, Hair & Makeup, Stationary, Officiant, Custom Favors or Décor Items*

Sourcing of Décor and/or Rentals | \$425

- Consultation to determine your style and needs
- Custom curated Pinterest board to exchange ideas on décor, style, and design
- Up to three (3) rental company recommendations
- Communication with selected rental company to set-up “styling” appointment



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Welcome Bag Assembly | \$385

- Consultation to determine your style and needs
- Sourcing of up to four (4) items for your guest welcome bags (items are additional cost)
- Packaging and design of welcome bags and delivery to you upon completion

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***\*PRICING SUBJECT TO CHANGE WITHOUT NOTICE.***

***\*MULTIPLE LOCATIONS SUBJECT TO AN ADDITIONAL FEE.***

***\*HEADCOUNT ALSO DETERMINES PRICING; PRICING QUOTED IS UP TO 100 GUESTS.***

***\*FERNWOOD CELLARS COUPLES RECEIVE AN EXCLUSIVE PACKAGE DISCOUNT OF \$300***