



Fees are determined based on the size of the wedding, wedding venue, and how far in advance Amy Nichols Special Events is hired for the client's event.

FULL SERVICE PLANNING INCLUDES:

- Unlimited one-on-one meetings to discuss wedding details, vendors, timeline, etc. Additional meetings as needed.
- Work with couple to prioritize – where to splurge and where to save
- Assist with:
 - Finding the perfect ceremony and reception locations
 - Determining the best vendors (florist, cake, caterers, music, etc) in each category for the couples' vision and budget
 - Schedule vendor meetings as needed
 - Vendor negotiation
 - Coordinating and securing transportation (for wedding party and guests)
 - Finding hotels and room rates in hotels near the ceremony/reception
 - Catering menu selection and catering negotiation
 - Securing tenting, lighting referrals
 - Suggestions for linen rentals, tent rentals, portable restrooms, and other rentals as needed
- Liaise with couple's vendors throughout the planning process
- Attend meetings that have to do with the design/look of the wedding
- Work with couple to determine the theme or "look and feel" of the wedding, including color scheme and theme, if applicable. Refer couple to an event designer or décor specialist if applicable.
- Provide advice and suggestions on invitations and save-the-dates, programs, menu cards, escort cards and favors creating overall stationery "portfolio" for the wedding; calligrapher referrals
- Help couple with contingency planning (in the event of inclement weather – rain, cold, etc)
- Identify areas within the budget where couples can save money. Provide couples with comprehensive Budget Template and Vendor Payment Tracker tools.
- Provide clients with a Guest List Master Template for tracking guest names, addresses and also gifts, thank you notes, etc.
- Advise clients on etiquette issues and other "sticky situations"
- Review vendor contracts
- Review or create floorplan for optimal flow during the wedding
- Create a comprehensive event timeline for vendors and wedding party
- Provide a Month-Of Checklist to make sure all final touches have been taken care of before the big day
- Schedule deliveries and pick-ups of wedding rentals
- Confirm timing and events with vendors prior to the wedding
- Conduct wedding rehearsal and organize wedding party on the day-of the wedding

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- Provide one planner with one assistant on the day of the rehearsal and the day of the wedding
- Cue wedding party when it is time to walk down the aisle and cue band/DJ for toasts, special dances and cake cutting during the reception
- Oversee set-up at ceremony and reception. Assist wedding party and family with flowers, corsages, boutonniere
- Act as primary point of contact on the day of the wedding for all vendors
- Arrange placement at the ceremony and reception of all personal items, including items used during the ceremony, programs, toasting flutes, cake knife, table numbers, escort cards, etc. Secure items prior to leaving with either a family member or contact at the reception venue.

PARTIAL PLANNING INCLUDES:

Partial planning offers many of the same features as Full-Service planning, with a little less hand-holding. Think of it as "our knowledge and assistance with your legwork".

- Four one-on-one meetings to discuss wedding details, vendors, timeline, etc. Additional meetings as needed.
- Work with the couple to prioritize – where to splurge and where to save and general budget advice
- Assist with referrals for the best vendors (florist, cake, caterers, music, etc) in each category for the couples' vision and budget. Also includes referrals for linen rentals, china/glassware rentals if applicable. Provide transportation recommendations for wedding party and guests.
- Offer suggestions for the theme or "look and feel" of the wedding
- Provide advice and suggestions on invitations and save-the-dates, programs, menu cards, place cards and favors; calligrapher referrals
- Help couple with contingency planning (in the event of inclement weather – rain, cold, etc)
- Provide clients with a Budget Master Template
- Provide clients with a Guest List Master Template for tracking guest names, addresses and also gifts, thank you notes, etc.
- Advise clients on etiquette issues and other "sticky situations"
- Review vendor contracts
- Review or create floorplan for optimal flow during the wedding
- Create a comprehensive event timeline for vendors and wedding party
- Provide a Month-Of Checklist to make sure all final touches have been taken care of before the big day
- Schedule deliveries and pick-ups of wedding rentals
- Confirm timing and events with vendors prior to the wedding
- Conduct wedding rehearsal and organize wedding party on the day-of the wedding
- Provide one planner with one assistant on the day of the rehearsal and the day of the wedding for up to 8 hours
- Oversee set-up at ceremony and reception. Assist wedding party and family with flowers, corsages, boutonniere
- Cue wedding party when it is time to walk down the aisle and cue band/DJ for toasts, special dances and cake cutting during the reception
- Act as primary point of contact on the day of the wedding for all vendors
- Arrange placement at the ceremony and reception of all personal items, including items used during the ceremony, programs, toasting flutes, cake knife, table numbers, escort cards, etc. Secure items prior to leaving with either a family member or contact at the reception venue.

THE “KICK START” INCLUDES:

For couples who are newly engaged and don't know where to start, what to prioritize, or who to call or where to start. We help you by recommending vendors who will match your personality, style and budget. The “Kick Start” is perfect for the couple who wants to plan their wedding but doesn't want to waste time calling or emailing countless vendors. It is also a great option for couples who live outside of the Bay Area, who don't want to hire a full-service planner. Later, couples can add the “Month-Of-Wedding” service if they want someone to come in at the last minute and finalize everything before the big day.

- Two one (1) hour meetings
- The first meeting (or phone call) will be to meet with Amy Nichols Special Events and discuss your budget, vision, style and what you see for the big day.
- Then, Amy Nichols Special Events will work to create vendor recommendations in the following categories: caterer, floral design, photographer, cake, music, and rentals (if applicable). If the couple has selected a wedding date, we will confirm that the vendors are still available for your selected wedding date.
- The second one hour meeting will be to review our recommendations and describe the recommended vendors. We will also use this time for any other questions or concerns you may have.
- **The price for the Kick Start package is \$995.** For couples who do not have a venue selected, you can add 5 hours of venue research and recommendations for an additional \$500. **Total price for Kick Start + Venue Search is \$1,495.**

MONTH-OF-WEDDING SERVICES INCLUDE:

Month of wedding planning is for couples who have done the majority of the wedding planning on their own, but want someone to step in at that final month to oversee all of the details. We review all details of your contracts, work with you to create your comprehensive timeline, and confirm the final details with your vendors in the week prior to the wedding. Dates are subject to availability. Month-of wedding planning does not provide vendor referrals.

- Two one (1) hour meetings to discuss wedding details, vendors, timeline, etc. We will review vendors' contracts and make suggestions for last minute details to confirm with each vendor.
- Unlimited email support in the month prior to the wedding
- Provide any last minute vendor suggestions if needed (within the month prior to the wedding)
- Review transportation details
- Make recommendations for contingency planning (in the event of inclement weather – rain, cold, etc.)
- Recommend any other liability-related issues such as liability insurance, fire permits, parking permits, etc.
- Advise clients on etiquette issues and other “sticky situations”
- Create a comprehensive event timeline for vendors and wedding party
- Provide a Month-Of Checklist to make sure all final touches have been taken care of before the big day.
- Review floorplan for optimal flow during the wedding.
- Confirm timing and events with vendors prior to the wedding
- Organize wedding party on the day-of the wedding (does not include ceremony rehearsal)
- Oversee set-up at ceremony and reception. Assist wedding party and family with flowers, corsages, boutonniere
- Cue wedding party when it is time to walk down the aisle and cue band/DJ for toasts, special dances and cake cutting during the reception
- Provide one planner with one assistant on the day of the wedding for 8 hours (additional hours available for an additional fee).
- Act as primary point of contact on the day of the wedding for all vendors.
- Arrange placement at the ceremony and reception of all personal items, including items used during the ceremony, programs, toasting flutes, cake knife, table numbers, escort cards, etc. Secure items prior to leaving with either a family member or contact at the reception venue.

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SELF- SERVICE MONTH-OF-WEDDING SERVICES INCLUDE:

Self-Service Month-of wedding planning is for couples who want to create their own timeline and do their own vendor confirmations. Amy Nichols Special Events provides clients with a timeline template and confirmation template and reviews the final timeline before it is circulated to the vendors. Dates are subject to availability. Self-service Month-of planning is only available within three months of the client's wedding date, and is not available at off-site venues.

- One (1.5) hour meeting to discuss wedding details, vendors, timeline, etc. We will review vendors' contracts and make suggestions for last minute details to confirm with each vendor.
- Unlimited email support in the month prior to the wedding
- Review transportation details
- Make recommendations for contingency planning (in the event of inclement weather – rain, cold, etc.)
- Recommend any other liability-related issues such as liability insurance, fire permits, parking permits, etc.
- Advise clients on etiquette issues and other “sticky situations”
- Provide a comprehensive event timeline template for vendors and wedding party. Client creates timeline which Amy Nichols Special Events will review.
- Review floorplan for optimal flow during the wedding.
- Provide confirmation template for client to confirm timing/events with vendors prior to the wedding. Client MUST copy Amy Nichols Special Events on all confirmation emails.
- Organize wedding party on the day-of the wedding (does not include ceremony rehearsal)
- Oversee set-up at ceremony and reception. Assist wedding party and family with flowers, corsages, boutonniere
- Cue wedding party when it is time to walk down the aisle and cue band/DJ for toasts, special dances and cake cutting during the reception
- Provide one planner with one assistant on the day of the wedding for 8 hours (additional hours available for an additional fee).
- Act as primary point of contact on the day of the wedding for all vendors.
- Arrange placement at the ceremony and reception of all personal items, including items used during the ceremony, programs, toasting flutes, cake knife, table numbers, escort cards, etc. Secure items prior to leaving with either a family member or contact at the reception venue.

FOR ALL SERVICES:

Offsite weddings may result in additional charges of \$100/hour at the sole discretion of ANSE for any work above and beyond the scope of wedding planning. This may include items such as (but not limited to) securing fire marshal permits, parking permits, liability insurance, etc. ANSE will notify client about these charges prior to billing.

ADDITIONAL SERVICES:

- Rehearsal Dinner coordination
- Welcome parties
- Welcome bags
- Amenity baskets for restrooms
- Decoration of wedding suite
- Brunch coordination
- Showers
- Drop off “welcome bags” for out-of-towners
- Coordinating activities for out-of-towners