



E V E N T P L A N N I N G & D E S I G N

*Wedding Services
Overview
2023-2024*

646-338-0328 / inquiries@angiandco.com /
www.angiandco.com





E V E N T P L A N N I N G & D E S I G N

Hello from Angi!



Hi there!

I'm Angela, the founder of Angi & Co.

Ever since I can remember, I grew up surrounded by my mother's incredible spirit of hospitality and a love of all things party related. Angi & Co, a full service event planning company based in New Jersey, is an extension of that lifelong love of gathering people in celebration.

Our team of planners and "day of" associates are always looking for ways to ensure each event is unique, custom designed and experiential for all guests. From intimate weddings of 12 to larger weddings of 200+ guests, we never take for granted the very special honor and privilege of planning these milestone occasions for our clients.

This Wedding Services Overview is just the start of our planning journey together. Whether you need us for a part or for all of your planning, we can't wait to work with you!

Cheers,

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EVENT PLANNING & DESIGN

Wedding Services

"DAY OF" COORDINATION

Starting 4-6 weeks before your wedding date, our team will manage final logistics and coordinate all day of details from set up through breakdown

STARTS AT
\$5,000

PARTIAL PLANNING

For the couple who has some of the planning done, but wants guidance in the home stretch. Starts 3-6 months before the wedding date

STARTS AT
\$7,500

FULL SERVICE PLANNING & DESIGN

From vendor research and booking through the end of the wedding, our team is with you along each step and decision during planning

STARTS AT
\$10,500



LIFE IS IN THE DETAILS

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EVENT PLANNING & DESIGN

Day Of Coordination

Starting 4-6 weeks before your wedding date, Angie & her team will manage final logistics and coordinate all day of details from set up through breakdown including:

PRE-WEDDING

- 1 Pre-wedding venue site visit/ check in meeting (prior to 6 weeks)
- Weekly update calls starting 6 weeks prior to the wedding date (Approx. 1 Hour)
- Confirm details and COIs with all vendors
- Create & distribute extensive day-of schedule
- Review vendor contracts and ensure contractual obligations are met
- Attend and review ceremony rehearsal with bridal party prior to, or on the day of wedding (dependent on venue availability)
- Confirm final payments due
- Overall implementation of event details as pre-planned by clients

DAY OF WEDDING - CEREMONY

- Angi & Co Planner & 2 Day Of Assistants for all-day set up coverage (Approx. 12-14 Hours)
- Oversee & check ceremony site set up is consistent with client vision
- Assist photographer with pre-wedding photos
- Set up vignettes/display tables including guestbook, ceremony items, welcome area
- Keep ring pillow, marriage license and miscellaneous items safe until needed
- Coordinate timing with Officiant and Musicians on timing
- Collect & pack up miscellaneous items after ceremony if Client wishes to keep them

DAY OF WEDDING - COCKTAIL HOUR AND RECEPTION

- Ensure timely transition from ceremony to cocktail hour and any furniture/decor resets that take place during the cocktail hour
- Oversee & ensure reception site set up is consistent with client vision
- Direct and manage all vendors
- Set up table numbers, place cards, favors, etc.
- Review schedule and maintain reception pace with Band/DJ/MC, banquet captain and Maitre' D regarding announcements, first dance, toasts, cake cutting, etc.
- Line up bride/groom and bridal party for announcements and grand entrances
- Cue bride/groom and bridal party for toast, cake cutting, bouquet toss, dances, garter toss
- Distribute final payments/gratuities to vendors
- Oversee event breakdown
- Other reception/day of coordinator services as pre-determined during finalization of wedding day of timeline

RATE: \$5,000
(ANGI & 2 DAY OF ASSOCIATES)

ADDITIONAL DAY OF ASSOCIATES ARE
BILLED AT \$500 PER DAY

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EVENT PLANNING & DESIGN

Partial Planning

Starting 3-6 months before your wedding date, all pre-wedding and wedding responsibilities as listed in Day Of Coordination Service are included, plus the following:



- Services start 3-6 months prior to wedding day
 - 2 Pre-wedding venue site visits / in person check in meetings
- Monthly update calls starting up to 6 months prior to wedding date
- Weekly update calls starting 6 weeks prior to the wedding date (Approx. 1 Hour)
 - Assist with budgeting
- Create & manage customized planning timeline/to do list

RATE: \$7,500

ADDITIONAL DAY OF ASSOCIATES ARE
BILLED AT \$500 PER DAY

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EVENT PLANNING & DESIGN

Full Service Planning

Starting from contract date, all pre-wedding and wedding responsibilities as listed in Day Of Coordination and Partial Planning Services are included, plus the following:

- Work with client to determine wedding details (i.e. favors, centerpieces, program design, escort cards, out of town bags)
- Create & maintain detailed budget and track vendor payments/due dates
- Create customized wedding design overview
- Research and present vendor options
- Review contracts prior to signing
- Implement wedding theme and color palette
- Monthly pre-wedding planning meetings
- Maintain contact with, check in on progress and confirmation with all vendors prior to the wedding
- Manage wedding website
- Keep track of RSVPs and guest information
- Assist with favors, invitations, and other items ordering, receiving and bringing to venue
- Research hotel blocks for out of town guests
- Assist in selection of music playlist
- Preparation of photography shot list
- Obtain information for wedding program and coordinate design/printing
- Additional responsibilities as determined during pre-wedding planning discussions

Note: Full Wedding Planning Service is for the planning and design services. Labor for assembly of items, bags, etc will be billed at \$15/hr



RATE: \$10,500

ADDITIONAL DAY OF ASSOCIATES ARE
BILLED AT \$500 PER DAY

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