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Claudia Leon
WEDDING AND EVENT PLANNER



Services Guide: Weddings



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At Claudia Leon Events, we understand that your wedding day is one of the most important occasions of your life. Our mission is to alleviate the stress of wedding planning and transform your vision into a seamless and magical experience that exceeds your expectations.

We offer a range of services tailored to meet your needs, whether you're looking for full-service planning, day-of coordination, or something in between. Our personalized approach ensures that every detail is meticulously planned and executed, leaving you free to enjoy every moment of your special day.

From finding the perfect venue and selecting the finest vendors to managing timelines and budgets, we handle every aspect of the planning process with professionalism, creativity, and attention to detail. We believe in open communication and collaboration, working closely with you every step of the way to bring your vision to life and create memories that will last a lifetime.

As your dedicated wedding planner, our priority is to make your wedding day as stress-free and enjoyable as possible, allowing you to focus on what truly matters - celebrating your love with family and friends. We are committed to providing exceptional service and creating a wedding experience that is uniquely yours.

Service Package: Full Planing

Contracted package includes all services described in selected package details reviewed and distributed to clients within invoice. Any additional services/products requested by the client incurred by consultant will be billed directly to client at cost. All services contracted cannot be deducted, but additional services can be added. Full Planning Services including Planning and are outlined below:

- Pre wedding consultation
- 1 monthly meeting for check up and analysis besides meetings for vendor appointments
- 12 month checklist
- Monthly e-mail check ins" to ensure the planning is running smoothly and on track
- Venue research & selection (set up walkthroughs for clients and Will attend final walk-through when client has decided on venue)
- Vendor referrals and management 3 options (such as)
 - 1.Caterer
 - 2.Decor
 3. Dj
 4. Baker
 5. Photographer and videographer
 6. Makeup and hair
 7. Photobooth
 - 8.Live Bands or musicians
 9. Invitation, placards, name cards stationary and seating chart welcome sign
 - 10.Transportation
 11. Etc.
- Hotel Blocking for getting ready The Day of for Bride and Bride team Groom and Groom team and Family
- Contract review and negotiation
- Budget assessment and tracking
- Planning checklist with to-do's outlined throughout the process
- Creating of mood boards

- Creation of Timeline and custom floor plan creation
- Manage of timeline
- Distribution of event day timeline to all vendors, bridal party & VIP's
- Attend final dress fitting
- RSVP management
- Food and beverage assistance
 - Set up tasting for clients
- Management of all transportation logistics and sourcing vendors for guests and bridal party
- Collect any last payments/tips for vendors
- Distribute final payments and gratuities as needed
- Serve as the point person for every vendor
- Stay in communication with banquet staff to ensure things are going smoothly and staying on track
- Direct photographer, videographer, musicians, rentals, florist, etc. of where to set up
- Respond to any emergencies or last minute changes
- Confirm arrangements, check delivery date, arrival times, quantities of rentals. etc. with all vendors
- Management of structural event elements including tenting, flooring, and staging
- Set up and break down day of the wedding
- Oversight of additional design elements with chosen vendor including lighting, design and tablescape decor with partnered vendors
- Sourcing of custom design pieces including event furnishings and decor
- Coordination with vendor & venue staff
- Oversee breakdown of the event and ensure all personal items are returned to client
- Collect wedding day items such as marriage license, ketubah, ritual items, rings, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (day of rehearsal)
- Ensure that wedding rings are present
- Verify favors, place cards, guest book, gift table, ensure everything receives proper placement
- Distribute bouquets and pin flowers on attendants & family members

- Ensure the Bride and Groom have privacy for photos following ceremony (during cocktail hour)
- Cue Bride and Groom for all important events
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Help organize and space the processional line-up (if officiating assistant will do)

Package Includes:

- Wedding day coordination -
- Rehersal Day coordination -

Additional Services:

- Rehersal Dinner: planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- Welcome Drinks Day Before: Planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- After I do Brunch: Planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- Hotel Blocking for Guest 100\$ (1 Location)

Service Package: Partial Planing

Contracted package includes all services described in selected package details reviewed and distributed to clients within invoice. Any additional services/products requested by the client incurred by consultant will be billed directly to client at cost. All services contracted cannot be deducted, but additional services can be added. Partial Planning Services including Planning and are outlined below:

*Important: For Partial Planing Services is a must that Client has already Picked and Confirmed Venue for Rehearsal, Ceremony, Reception & Party as well as Design of the event.

- Pre wedding consultation
- 1 monthly meeting for check up and analysis besides meetings for vendor appointments
- 12 month checklist
- Monthly e-mail check ins" to ensure the planning is running smoothly and on track
- Vendor referrals and management (such as) 3 of each category if needed:
 - 1.Caterer
 - 2.Decor
 3. Dj
 4. Baker
 5. Photographer and videographer
 6. Makeup and hair
 7. Photobooth
 - 8.Live Bands or musicians
 9. Invitation, placards, name cards stationary and seating chart welcome sign
 - 10.Transportation
 11. Etc.
- Hotel Blocking for getting ready The Day of for Bride and Bride team Groom and Groom team and Family
- Contract review and negotiation

- Budget assessment and tracking
- Planning checklist with to-do's outlined throughout the process
- Creation of Timeline and custom floor plan creation
- Manage of timeline
- Distribution of event day timeline to all vendors, bridal party & VIP's
- Attend final dress fitting
- Food and beverage assistance
 - Set up tasting for clients
- Management of all transportation logistics and sourcing vendors for guests and bridal party
- Collect any last payments/tips for vendors
- Distribute final payments and gratuities as needed
- Serve as the point person for every vendor
- Stay in communication with banquet staff to ensure things are going smoothly and staying on track
- Direct photographer, videographer, musicians, rentals, florist, etc. of where to set up
- Respond to any emergencies or last minute changes
- Confirm arrangements, check delivery date, arrival times, quantities of rentals. etc. with all vendors
- Management of structural event elements including tenting, flooring, and staging
- Set up and break down day of the wedding
- Oversight of additional design elements with chosen vendor including lighting, design and tablescape decor with partnered vendors
- Sourcing of custom design pieces including event furnishings and decor
- Coordination with vendor & venue staff
- Oversee breakdown of the event and ensure all personal items are returned to client
- Collect wedding day items such as marriage license, ketubah, ritual items, rings, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (day of rehearsal)
- Ensure that wedding rings are present
- Verify favors, place cards, guest book, gift table, ensure everything receives proper placement

- Distribute bouquets and pin flowers on attendants & family members
- Ensure the Bride and Groom have privacy for photos following ceremony (during cocktail hour)
- Cue Bride and Groom for all important events
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Help organize and space the processional line-up (if officiating assistant will do)

Package Includes:

- Wedding day coordination :
- Rehersal Day coordination -

Additional Services:

- Rehersal Dinner: planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- Welcome Drinks Day Before: Planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- After I do Brunch: Planning 200\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- Hotel Blocking for The Night of the Wedding: 100\$
- Hotel Blocking for Guest 100\$ (1 Location)
- RSVP Managment 100\$

Service packages: Month of Coordination “Day of Coordination”

Contracted package includes all services described in selected package details reviewed and distributed to clients within invoice. Any additional services/products requested by the client incurred by consultant will be billed directly to client at cost. All services contracted cannot be deducted, but additional services can be added. Month of Coordination Services and are outlined below:

*Important: For the Month of Coordination/Day of Coordination services Clients must count with every vendor contracted and ready to work with, this services as its name states are of coordination and management of the day of the event including Ceremony, Reception and Party; List of vendor can be suggested to couples in case of any missing vendors,

- Final Walkthrough of Picked Venue attendance.
- Creation of Timeline and custom floor plan creation if needed.
- Manage of timeline.
- Distribution of event day timeline to all vendors, bridal party & VIP's.
- Management of all transportation logistics for guests and bridal party if needed.
- Collect any last payments/tips for vendors for the day of if needed.
- Distribute final payments and gratuities as needed.
- Serve as the point person for every vendor.
- Stay in communication with banquet staff to ensure things are going smoothly and staying on track.
- Direct photographer, videographer, musicians, rentals, florist, etc. of where to set up.
- Respond to any emergencies or last minute changes.
- Confirm arrangements, check delivery date, arrival times, quantities of rentals. etc. with all vendors
- Management of structural event elements including tenting, flooring, and staging.

- Set up and break down day of the wedding.
- Oversight of additional design elements with chosen vendor including lighting, design and tablescape decor with partnered vendors.
- Coordination with vendor & venue staff.
- Oversee breakdown of the event and ensure all personal items are returned to client.
- Collect wedding day items such as marriage license, ketubah, ritual items, rings, guest signing items, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (on the day of rehearsal)
- Ensure that wedding rings are present.
- Verify favors, place cards, guest book, gift table, ensure everything receives proper placement.
- Distribute bouquets and pin flowers on attendants & family members
- Ensure the Bride and Groom have privacy for photos following ceremony (during cocktail hour).
- Cue Bride and Groom for all important events.
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Help organize and space the processional line-up (if officiating assistant will do)

Package Includes:

- Rehersal Ceremony
- Wedding day coordination :

Additional Services:

- Rehersal Dinner: planning 350\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- Welcome Drinks Day Before: Planning 350\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)
- After I do Brunch: Planning 350\$ including 3 hours On Site Job (anything over 3hrs. will be incur and billed separately and additional 50\$/hr. Fee)