

Full Wedding Planning Brochure

Claudia Leon
WEDDING AND EVENT PLANNER

by

CL
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A couple in wedding attire embracing outdoors in a wooded area. The man is wearing a dark suit and the woman is wearing a white wedding dress. They are standing in front of a large tree with dense foliage.

Why Claudia Leon Events?

At Claudia Leon Events, I truly understand how important your wedding day is—it's a moment you'll cherish forever. My goal is to take the stress out of wedding planning and turn your dream day into a seamless, unforgettable experience that exceeds all your expectations.

My approach is all about personalization, ensuring every detail is thoughtfully planned and beautifully executed, so you can relax and enjoy each special moment.

From helping you find the perfect venue to selecting the best vendors, managing timelines, and staying on budget, I handle all aspects of the planning with care, creativity, and precision. I believe in staying connected with you throughout the process, working closely together to bring your vision to life and create beautiful memories that will last a lifetime.

As your wedding coordinator, my top priority is making sure your day is as stress-free and enjoyable as possible. That way, you can focus on what truly matters—celebrating your love with the people who mean the most. I'm dedicated to providing you with exceptional service and crafting a wedding experience that feels uniquely yours.

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Package Description

Full Wedding Planning/Coordination Package

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:

Package Description

FULL-SERVICE WEDDING PLANNING, DESIGN & COORDINATION: A COMPLETE, START-TO-FINISH EXPERIENCE FOR COUPLES WHO WANT PROFESSIONAL GUIDANCE THROUGH EVERY STEP OF THE PROCESS — FROM CONCEPT TO EXECUTION.

Planning & Management

- Initial consultation and vision development
- Budget creation and management
- Customized planning timeline and checklist
- Venue research, comparison, and booking assistance
- Vendor sourcing, selection, and contract management (catering, music, photography, florals, rentals, etc.)
- Monthly planning meetings
- Unlimited text/email communications
- Regular progress updates and communication
- Guest list organization and RSVP tracking One month before the wedding
- Hotel room block for family and transportation coordination
- Rehearsal planning and direction
- Wedding weekend timeline for all vendors and participants
- On-site management from setup through tear down

Design & Styling

- Wedding concept creation (theme, mood, and color palette)
- Custom design proposal and inspiration board
- Ceremony and reception layout design
- Floral and candle décor design
- Lighting and ambiance planning
- Table setting and centerpiece styling
- Stationery and signage design direction
- Linen, furniture, and prop curation
- Guest experience and photo-moment design
- Coordination with rental companies for cohesive look

Coordination (Day-of / Month-of)

- Detailed timeline and vendor contact sheet creation
- Final walk-through with venue and vendors
- Ceremony rehearsal direction
- Wedding day management (8–12 hours)
- Vendor arrival coordination and setup supervision
- Cueing of music, entrances, and special moments
- Troubleshooting and on-the-spot problem solving
- Overseeing cleanup and vendor breakdown
- Delivery of personal items and gifts post-event

Package Includes:

Event day coordination : Event and Party - 12hrs on site- (anything over 12 hrs. will be incur and billed separately an additional \$50/hr. Fee)

Package Description

A La Carte Add-On Services

- Engagement party or rehearsal dinner planning/design & coordination
- Bridal shower planning/design & coordination
- Candle and floral décor rental assistance
- Stationery design coordination (invitations, menus, signage)
- Post-wedding brunch planning/design & coordination
- Anniversary or vow renewal event planning
- Website and Invitations + RSVP management

Package Includes:

Event day coordination : Event and Party - 12hrs on site- (anything over 12 hrs. will be incur and billed separately an additional \$50/hr. Fee)

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Claudia Leon Events LLC