



WE'LL HANDLE ALL YOUR  
WEDDING NEEDS SO YOU  
CAN CELEBRATE IN PEACE.

VELOUR  
PREMIER EVENTS

CONTACT US

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# ABOUT US

Velour Premier Events: Creating Unforgettable Milestones  
At Velour Premier Events, we were founded on one core principle: that every event is a significant milestone in someone's life, no matter how big or small. Our team of expert planners is committed to hearing your wishes, adding our own creative flair and working together with you to make your event a reality. Whether it's a grand opening, album release, wedding, or gala, we believe in paying close attention to all the details, planning meticulously, and executing precisely. While event planning may seem simple on social media, we know that it requires a careful balance of art and science. With over 15 years of combined experience, our team is here to take the burden off your shoulders and manage every detail, right down to your social media coverage. We take care of the hard work so that you can relax and enjoy your special moment.



WE MAKE SURE THAT  
EVERYTHING WILL BE  
PERFECT ON YOUR  
SPECIAL DAY!

# SERVICES

HOURLY WEDDING PLANNING  
\$250/ HOUR

COORDINATION & LOGISTICS ONLY  
\$4,400

Perfect for couples who feel confident handling the planning, but require additional guidance with design, planning and day-of execution

PARTIAL PLANNING PACKAGE  
\$7,700

A wedding planning "Tailored Package" is available for those who need extra help. The package includes four (4) face-to-face meetings to provide expertise and creativity for a perfect wedding day.

FULL PLANNING + DESIGN PACKAGE  
\$15,500

This package is designed for the couple who needs full service planning to help with each step along the way. We offer full recommendations and assistance throughout the planning process with fifteen (15) client/planner meetings.

Payments:

\*50% due at time of booking

Remaining balance due 30 Days before event date

# LUXURY FULL VISION \$15,500

Our "Dream Big" event planning package offers a personalized creative planning session with our Owner and Director of Events, Angelina Lopez, to turn your event vision into a reality. Our team assists with every detail, including stationary, menus, table design, linens, rentals, floral design, lighting, favors, and more.



- (15) Client / Planner Meetings - We are touching base every month on planning items!
- Vendor Recommendations
- Full Event Design; Styling, Theme and Decor according to your wedding vision
- Assistance in arranging transportation needs
- Budget Assembly, Review and Co-Management
- Access to your own online "Planning Pod" portal
- Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
- Select wedding vendors and review vendor contracts
- Provide assistance with negotiation and/or changes to vendor orders and payment schedules
- Vendor Appointment scheduling and attendance (max of 6)
- Assistance with Event Design; Styling, Theme and Decor assistance
- Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
- Production of Vendor contact list
- Wedding Rehearsal Coordination (day before or day of the event)
- All day event coverage with Velour team that includes set up and tear down and clean up
- Management of the flow and timing of ceremony and reception
- Line up and cue Bride, Groom and wedding party for Grand Entrance and Exit
- Set up any decor not handled by a specific vendor and any DIY items
- Collect/Coordinate any final payments for specific vendors
- Collect wedding day items (2 days prior to wedding or day of rehearsal)
- Cue/Assist band, DJ or entertainment for specific events
- Assist / Cue photographer for specific events as needed
- Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
- Veil steaming, placement and removal (if needed)
- Rehearsal Dinner Recommendations
- Introduction to Travel Partners to help with hotel & travel plans

5% Design & Production Fee Applied to Design Invoices



BY ANGIE LOPEZ

## PARTIAL VISION \$7,700

A wedding planning "Tailored Package" is available for those who need extra help. The package includes four face-to-face meetings to provide expertise and creativity for a perfect wedding day.



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- All day Visioneer team event coverage that includes set up and tear down
  - Pre-Negotiated special hotel rates with Marriott brand hotels and accommodations for out of town guests
  - Assistance with Event Design; Styling, Theme and Décor assistance
  - (4) Client / Planner Meetings
  - Vendor Recommendations
  - Vendor Contract Review and Negotiation
  - Access to your own online "Planning Pod" portal
  - Production of a Detailed Wedding Day Itinerary with 3D Floor Plan Layout
  - Distribute Detailed final timeline and vendor packet to wedding vendors (one week prior)
  - Production of Vendor contact list and assistance with changes to vendor orders and payment schedules
  - Assistance with stationary verbiage
  - Rehearsal Coordination
  - Management of the flow and timing of ceremony and reception
  - Line up and cue Bride, Groom and wedding party for Grand Entrance and exit and any formalities during reception dinner
  - Set up any décor not handled by a specific vendor and any DIY items
  - Collect/Coordinate final payments for specific vendors
  - Collect wedding day items (2 days prior to wedding or day of rehearsal)
  - Cue/Assist band, DJ or entertainment for specific events
  - Assist / Cue photographer for specific events as needed
  - Use of the Velour Emergency Kit (bobby pins, safety pins, tape, hairspray, aspirin, band aids - we've got you covered)
  - Veil steaming, placement and removal (if needed)

# COORDINATION & LOGISTICS \$4,400



## WHAT IS INCLUDED WITH THIS PACKAGE ?

### VENDOR RECOMMENDATIONS

#### ONE (1) VENUE WALK-THROUGH

- ONE (1) CLIENT / PLANNER MEETING BEGINNING 30 DAYS PRIOR TO YOUR WEDDING
  - PRODUCTION OF A DETAILED WEDDING DAY INTERACTIVE TIMELINE
    - ACCESS TO YOUR OWN ONLINE “PLANNING PORTAL”
    - PRODUCTION OF A 2D & 3D FLOOR PLAN LAYOUT

#### PRODUCTION OF VENDOR CONTACT LIST AND ASSISTANCE WITH CHANGES TO VENDOR ORDERS AND PAYMENT SCHEDULES

- DISTRIBUTE DETAILED FINAL TIMELINE AND VENDOR PACKET TO ALL WEDDING VENDORS (ONE WEEK PRIOR)
  - ASSISTANCE WITH VENDOR CONTRACT REVIEWS
  - 1 HR WEDDING REHEARSAL COORDINATION

#### ALL DAY EVENT COVERAGE WITH ONE (1) LEAD PLANNER AND ONE (1) EVENT ASSISTANT

- MANAGEMENT OF THE FLOW AND TIMING OF CEREMONY AND RECEPTION
  - COLLECT/COORDINATE FINAL PAYMENTS FOR SPECIFIC VENDORS
- LINE UP AND CUE BRIDE, GROOM AND WEDDING PARTY FOR GRAND ENTRANCE / EXIT AND ANY FORMALITIES
  - CUE/ASSIST BAND, DJ OR ENTERTAINMENT FOR SPECIFIC EVENTS
  - ASSIST / CUE PHOTOGRAPHER AS NEEDED FOR SPECIFIC EVENTS
- COLLECT ANY FINAL VENDOR PAYMENTS ON AND DISTRIBUTE ACCORDINGLY

# HOURLY WEDDING PLANNING

\*NO OBLIGATION TO BOOK A WEDDING PACKAGE. \*INVESTMENT WILL BE APPLIED TO A PACKAGE BOOKING

\$250 / Hour - HOURLY WEDDING CONSULTING (invoiced monthly)

- Establish wedding goals and create a strategic wedding planning & timeline plan
- Preferred Vendor recommendations based on wedding vision
- Assistance with Budget Development
- Timeline Tips
- Do's & Don't's of wedding planning
- Discuss "pain points" and how to overcome them
- \*BONUS\* - Custom Preliminary Interactive Wedding Timeline

4 Hour Coordination Package (typically ceremony-only) - \$950

6 Hour Coordination Package (typically ceremony & reception formalities) - \$1,450



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Hourly Wedding Planning is Perfect for the Ambitious Couple!

Are you a couple who's feeling uncertain about wedding planning or hiring a wedding planner? Perhaps you already have a coordinator on board, but you need some extra help in the design and / or planning department. Our Events Director, Angie Lopez, is here to help! Angie brings 15 years of planning experience to couples needing a little extra support. Book either a on an hourly basis or a four (4) or six (6) session coaching package. Angie will guide you through the stressful planning process and assist you in budget planning and evaluating vendors. Think of it like "Wedding Therapy" to get you through the challenges of wedding planning on your own but with an experienced planning partner .

In addition, you'll receive access to a custom interactive timeline and a wedding planning timeline guide.

When you book on an hourly basis, there is no obligation to book a wedding package but you have the option to upgrade and your investment will be applied accordingly.