

# Wedding Season

2024



Let us embark on a creative journey together, visually narrating your story. Our services cater to fun-loving, unique, and daring duos seeking to create profound moments that will remain etched in their memories forever.

[VIRGOEVENTPLANNING.COM](http://VIRGOEVENTPLANNING.COM)

## About Us

We are a boutique event planning and design company that specializes in organizing intimate weddings and events. Our services are currently available in Southern Jersey, Philadelphia, and nearby areas but we travel on a case-by-case basis. Our dedication is to ensure our clients experience beautiful, seamless celebrations that create long-lasting memories.

Our style is derived from a blend of classic elegance and modern design. At our core, we prioritize delivering exceptional experiences to our clients by carefully listening to their needs and offering personalized services. Every event we organize is unique and tells a story that we are passionate about bringing to life.

For inquiries, please contact us at [hello@virgoeventplanning.com](mailto:hello@virgoeventplanning.com)  
or call 856-359-0131.

“THE ONLY  
WAY TO DO  
GREAT WORK  
IS TO LOVE  
WHAT YOU DO.”

*- Steve Jobs*



*Hello!*



Meet Marissa, the mastermind and founder of Virgo Event Planning and Party Rentals! She's all about spreading the love and making sure your special day is nothing short of magical, no matter what your budget is!

Marissa's love for planning and decorating led her to this path, and she's never looked back. She spent years in retail management, organizing product launches and corporate events, but her true passion was always for the more intimate world of weddings and social events. To hone her skills, she started by planning events for her nearest and dearest, building up her portfolio, and mastering her craft. Along the way, she's learned the ins and outs of creating unforgettable experiences and unforgettable memories.

Now, as a professional planner, Marissa is committed to helping couples like you create the wedding of your dreams. Whether it's a grand affair or a cozy celebration, she'll work with you to ensure every detail is perfect.

Stories capture my attention and imagination! I'm eager to learn more about you and your unique experience.

*xoxo  
Marissa*



# THE SWEET ESSENTIALS PACKAGE

## DAY OF COORDINATION

**PRICING STARTS AT \$1695 (FOR 150 GUESTS OR LESS)**

This budget-friendly option provides invaluable support during the most crucial phases of planning. Typically, we initiate services six weeks before the event, although earlier arrangements are also possible. This package prioritizes planning and logistics, involving over 30 hours of work, including meetings, finalizing details, creating a timeline, vendor confirmation, and day-of execution. Our goal is to provide you with peace of mind and ensure a seamless event.



*Plan with a Professional*

# What's Included:

- Access to our online planning portal to help you manage your wedding.
- A detailed wedding day timeline, typically starting with what time and where the girls are getting hair and makeup done and going through the end of the reception, and then we supply a copy to the vendors so we are all on the same page.
- Confirm all vendors before the wedding day to ensure they know where to be and when.
- Keep a list of all vendor contacts and phone #s in case of emergencies.
- Make sure all vendors have our phone #s and direct them to call us on the wedding day, rather than the couple or their parents, so that you can relax and enjoy your day.
- Attend and direct ceremony rehearsal (if applicable), ensuring everyone knows what they are doing and what order they are to walk in.

## On the Wedding Day

- Arrive on the wedding day to greet vendors and set up personal items for the ceremony and reception sites. (ex. easels, signage, escort cards, card box, guest book, etc.)
- Hand out the boutonnieres and corsages to the selected honorary guests
- Coordinate the wedding party to get them to the ceremony and ensure it runs smoothly.
- Provide wedding day emergency kit (includes a sewing kit, glue gun, safety pins...and MUCH more).
- Transport items (guest book, programs, vendor payments, etc.) from rehearsal to the ceremony to reception.
- Direct guests to the cocktail hour following the ceremony.
- Assemble the wedding party for introductions from the DJ.
- Ensure the DJ/band can pronounce wedding party names correctly.
- Keep the reception moving and the DJ/band on track (and make sure they play the songs and dances you want, not the ones you don't want).
- Act as your point of contact during the day to coordinate with the vendors to ensure the key vendors (usually the photographer, DJ/band, and caterer) are kept informed of when things will happen during the reception so that everyone is on the same page.
- Help pack up personal items to be taken home such as gifts, cake toppers, extra favors, and marriage licenses so nobody has to worry about gathering these items.
- Handle other typical items involved in the wedding day.

It's important to note that this is a planning-only package and does not include wedding day decorating services.



# THE SWEET ESSENTIALS PLUS

DAY OF COORDINATION + WEDDING DAY DECORATING

**PRICING STARTS AT \$2495 (FOR 150 GUESTS OR LESS)**

Coordinating everything on the wedding day is an impossible task. To avoid any last-minute hiccups, we start our services eight weeks prior (or earlier, if requested). This package comprises over 45 hours of meticulous planning, including additional planning hours for meetings, finalizing details, creating a timeline, vendor confirmation, and day-of execution including assistance with decor set up. With our assistance, you can relish the wedding day that you invested your time and energy in planning.

*Your Special Day*



# What's Included:

- Up to 4 meetings including onboarding, site tour, and a details meeting to gather all planning and decor-related details and vendor information.
- A team of trained professionals to assist with decor setup for the ceremony, reception, and co to assist with decor setup for the ceremony, reception, and cocktail hour.
- An additional 2 weeks of planning support to make sure everything is on track.
- Access to our online planning portal to help you manage your wedding.
- Develop a detailed wedding day timeline, typically starting with what time and where the girls are getting hair and makeup done and going through the end of the reception, and then supply a copy to the vendors so we are all on the same page.
- Confirm all vendors a week before the wedding day to ensure they know where to be and when.
- Keep a list of all vendor contacts and phone #s in case of emergencies.
- Make sure all vendors have our phone #s and direct them to call us on the wedding day, rather than the couple or their parents, so that you can relax and enjoy your day.
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## On the Wedding Day!

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# SWEET DREAMS

## PARTIAL PLANNING

**PRICING STARTS AT \$2795 FOR PLANNING | \$3595 FOR PLANNING + DECORATING**

If you require more than a day-of coordinator but are not prepared for full-service planning, our moderately-priced wedding planning package offers the perfect solution. This package commences five months before the wedding day and includes all the essential features to make your big day a success.

VIRGO EVENT PLANNING



*Plan with a Professional*

# What's Included:

We provide a comprehensive wedding planning service that includes the following:

- A welcome gift.
- Access to our online client planning portal, allowing you to manage your planning checklist, guest list, seating arrangements, and more.
- Up to 10 hours of face-to-face (Zoom/FaceTime included) wedding planning meetings with you or your vendors.
- Unlimited email support. Phone support will be available beginning 30 days before the wedding day.
- Weekly touch base meetings 4 weeks before the wedding day to ensure everything is on track.
- One budget planning meeting, which includes basic budget preparation.
- Referrals to vendors that fit both your budget and your style.
- Arrangement of vendor appointments and provision of lists of questions to ensure no details are missed.
- Review and negotiation of contracts on your behalf.
- Assistance with travel and accommodation planning.
- Advice and suggestions during the planning process.
- Provision of itineraries and timelines to keep you on track with wedding planning.
- Regular contact to ensure that you are staying on track with timelines and completing tasks as needed.
- Management of payment reminders to all vendors.
- On-site assistance on the wedding day to greet vendors and set up personal items for the ceremony and reception sites. This includes the placement of easels, signage, escort cards, card box, guest book, and so on. Our presence will be available for up to 12 hours on the wedding day unless otherwise agreed upon.
- All services included with the Day of Coordination Sweet Essentials Package



# SWEET FAIRY-TALES FULL-SERVICE WEDDING PLANNING

## **PRICING STARTS AT \$5995**

Our Sweet Fairy- Tale wedding planning package is tailored to busy couples who desire assistance in every aspect of their special day. From the initial planning phase to the final execution, our team will be with you every step of the way to ensure that your dream wedding becomes a reality. Our all-encompassing service takes care of every detail, allowing you to relax and enjoy the journey of planning your perfect day.



*Enjoy Every Moment*

# What's Included:

- Everything from The Day of Coordination plus...
- Welcome basket filled with goodies!
- You can access our online client planning portal to manage your planning checklist, guest list, seating, and more!
- Provide up to 16 hours of face-to-face (Zoom/FaceTime included) wedding planning meetings with you or your vendors.
- Unlimited email and phone support.
- Monthly updates on our planning progress.
- Wedding budget management. (To help you stay on track).
- Weekly touch base meetings 4 weeks before the wedding to ensure everything is ready for the big day.
- Referrals to vendors that fit both your budget and your style.
- Arrange appointments with vendors and facilitate and attend all primary vendor appointments to make sure no details are missed.
- Review and negotiate all contracts if necessary.
- Complimentary design inspiration board and dedicated design meeting.
- Wedding Website Set-up and management.
- RSVP management & assistance with ordering save-the-dates, wedding invitations, and all printed materials.
- Organize Hotel accommodations for the wedding night and out-of-town guests.
- Provide wedding etiquette advice and suggestions during the planning process.
- Provide itineraries and timelines to keep you on track with wedding planning.
- Monthly check-ins to make sure you are staying on track with the timelines.
- Confirm all vendors a week before the wedding day.
- Final meeting, preferably at the venue, before the big day to go over the details such as the floor plan and how you would like things set up on the wedding day.
- Create a detailed wedding day timeline.
- Coordinate ceremony rehearsal (if applicable), ensuring everyone knows what they are doing and in what order they are to walk in.
- Rehearsal dinner coordination.
- Arrive on the wedding day to greet vendors and set up personal items for the ceremony and reception sites. (ex. easels, signage, escort cards, card box, guest book, etc.) (up to 12 hours on the wedding day unless otherwise agreed upon).



# WEDDING DESIGN/STYLING

## PRICING STARTS AT \$1695

Our event design services encompass a comprehensive range of features, from generating imaginative concepts to formulating the final design of the event and determining the production/setup process.

Our team will manage the décor budget, reserve rentals, purchase, and track inventory, prepare the décor, and provide a dedicated team to execute the design.

\*We suggest that clients allocate a minimum of \$3000 towards their decor budget.

# WEDDING DECORATING

## PRICING STARTS AT \$995

While it's common for couples to have a dream vision for their wedding, bringing that vision to fruition can be challenging. This is where our professional event decorating services come in. We work with you to transform your wedding day into a stunning and memorable event. Our team will be present on the day of your wedding to set up the decorations at your venue, ensuring everything is executed flawlessly.

\*This service is designed for clients seeking assistance with the installation, dismantling, or repositioning of decor items they have previously acquired.



# HOURLY WEDDING PLANNING

**STARTING AT \$ 65 per hour (2-hour minimum)**

Hourly-priced wedding planning and consulting services are an ideal option for addressing uncomplicated issues and smaller projects such as coordinating the ceremony or developing a wedding day timeline.



*We are here for you*

# Social Events

## PRICING STARTS AT \$995

Ready to be wowed? Our Event Planner will sculpt your dream celebration into a stunning masterpiece, managing everything on the big day, like a pro! Here's what you can expect:

- Masterfully wrangling vendors (hello, talented photographers and DJs).
- Weaving together a seamless day-of timeline.
- Sprucing up the décor while you're getting glam.
- Breaking down the event once the party's over.
- Creating a Pinterest-worthy inspiration board that'll make you swoon.
- Access to our online planning portal to make RSVPs and checklists a breeze.
- And hold onto your party hats, we've got add-ons galore! From focal wall backdrops to balloon garlands, centerpieces, and props, we've got all the bells and whistles to make your event extra special!

# Prefix Parties

## PRICING STARTS AT \$995

We are thrilled to announce that we have curated a collection of exceptional decor items, enabling us to offer in-house decor packages known as prefix parties for intimate gatherings. Every prefix package is distinctive, but each provides an on-theme aesthetic that you can incorporate, saving you substantial expenses and the inconvenience of brainstorming creative ideas.

We offer a variety of popular themes such as the:

- 1920s era
- Lemon (main squeeze)
- Nautical,
- Rose gold and Navy (gender reveals)

and more!

# Why Us?

At VIRGO EVENT PLANNING, our mission is to create your dream event with a sprinkle of magic! Our team is a well-oiled machine, ready to tackle every detail of your special day. We are the masters of organization, strategy, and resourcefulness, providing top-notch customer service and building unbreakable bonds with our clients.

We know that no two events are alike, and we're always up for a challenge! We love hearing your ideas and requests, and our goal is to transform them into a one-of-a-kind experience that will leave you and your guests in awe. So, let's team up to make your event unforgettable!







# HOW IT WORKS

## *First*

If you already have your wedding/event date set, the first thing we will do is make sure we are available! Once that's confirmed we'll arrange a date to meet with you. We usually do the first meeting over a Zoom video call but we are flexible. We'll start the consultation by introducing ourselves and getting to know you both - no wedding-related chat as yet! Then we'll move on to what's important to YOU.

## *The Details*

Then we'll talk about your wedding, there are three key things we need to know at this early stage: Roughly how many guests will be attending? Venue ideas and your budget? Number 3 on that list is really important. Nobody likes to talk about money but you do need to when it comes to your wedding. Have an honest conversation about how much you want to spend on your wedding day. What things are really important to you and where are you willing to compromise? Once we finish talking about weddings, we'll tell you a little more about us and you can ask us anything you like. We'll then talk through our services and what happens next!

## *Next Steps*

Typically, within a couple of days, we will put together a customized proposal for you. This will include details of what we discussed in the consultation and a quotation for our services. We usually provide two to three options so you have a choice. Once you've made a choice it's confirmation time. You sign the contract and pay the deposit and then we start planning your wedding.

# TESTIMONIALS



"Virgo Event Planning was the pinnacle of professionalism. Marissa was kind, attentive and highly accommodating. She showed a real passion for our wedding and did her very best to achieve our vision. We hired her a month before our wedding and she did 60 days of work in less than 4 weeks. I would highly recommend this company for ANY event that you are planning. The force is strong with this one."

KATIE-ROSE & KENNETH

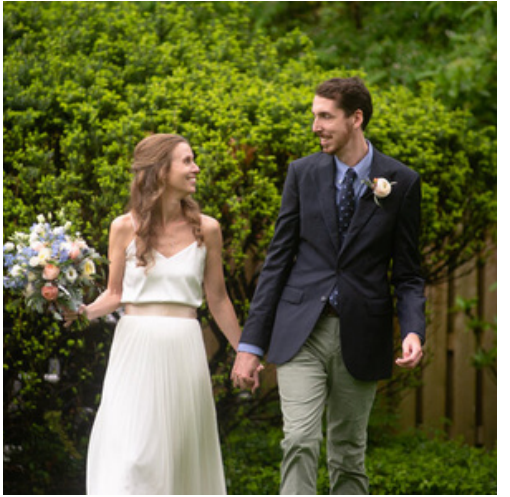


"Marissa and co. were absolutely amazing in helping us plan our small, private wedding. Marissa had excellent taste and made sure we planned for every detail. She got us connected with some excellent vendors, including an amazing chef, photographer, and florist. She was in contact with us the entire time and never left us hanging. During the event, Marissa was helpful, professional, and always available to help while somehow also allowing our families to enjoy some private time together. We absolutely plan to work with her again in the future!"

"

DANIELA & NICK

*Kind Words*



# BOOK A CONSULTATION



## Let's Chat...

You may reach us at any time via email to address any queries you may have. When you're ready to schedule your free consultation, you can book online by visiting [www.virgoeventplanning.com/book-online](http://www.virgoeventplanning.com/book-online) and selecting a convenient date and time.

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