
WEDDING SEASON
2023



visual storytelling for

adventurous couples

creating memories

based out of New Jersey

VIRGOEVENTPLANNING.COM

ABOUT US

We are a boutique event planning & design company specializing in intimate weddings & events. We currently serve Southern Jersey, Philadelphia, and the surrounding areas.

Our goal is to create a beautiful, seamless experience for our clients to celebrate the precious moments in their lives, leaving them with beautiful memories for many years to come.

Our style is inspired by classic elegance and modern design. We pride ourselves on delivering best-in-class experiences to our clients by listening to our client's needs and providing personalized services. We believe every event tells a unique story and we enjoy bringing that vision to life.

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

- Steve Jobs



HELLO!

I'm Marissa



The owner & lead planner of Virgo Event Planning and Party Rentals. I love being able to share in the love of two individuals and feel blessed to get to work with such wonderful people each day!

I've always had a passion for planning and decorating and I believe every event deserves to be stunning no matter your budget. Getting married is a precious milestone and I want my couples to be able to experience it in a meaningful way. I am committed to ensuring we create memories that will last a lifetime.

Before becoming a professional planner, I worked in retail management for many years planning and executing product launches and internal events for corporate companies. I decided to focus my planning efforts on weddings and social events because it's more intimate and I truly enjoy getting to know my clients. When I began planning social events I started by planning events for friends and family to build up my portfolio and become an expert in my trade. It has been a wonderful journey and I have gained lots of knowledge and experience along the way.

I hope we get to work together to create your Happily Ever After

xoxo
Marissa

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THE SWEET ESSENTIALS PACKAGE DAY OF COORDINATION

PRICING STARTS AT \$1495 FOR 150 GUESTS OR LESS

It's impossible to just show up on the wedding day to coordinate everything. We typically start the wedding day timeline about 6 weeks out (earlier if requested). This package typically has at least 30 hours between meetings, finalizing details, making a timeline, confirming vendors, and more. This means you can sit back and enjoy the wedding that you spent your time planning! We will be there to ease your mind and make sure the day goes smoothly!

Your Special Day



What's Included:

- 1 onboarding meeting to gather planning details and vendor information.
- 1 site tour, 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.
- Develop a detailed wedding day timeline, typically starting with what time and where the girls are getting hair and makeup done and going all the way 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 make sure 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.
- Transport items (guest book, programs, vendor payments, etc.) from rehearsal to the ceremony to reception.
- Arrive on the wedding day to help set up the ceremony and reception sites and stay through the end of the reception (up to 10 hours on the wedding day unless otherwise agreed upon).
- Provide wedding day emergency kit (includes a sewing kit, glue gun, safety pins...and MUCH more).
- Hand out the boutonnieres and corsages to the selected honorary guests
- Coordinate the wedding party to get them to the ceremony and make sure the ceremony runs smoothly.
- Direct guests to cocktail hour.
- Assemble wedding party for introductions.
- Ensure 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, and not the ones you don't want).
- Act as your point of contact during the day to coordinate with the vendors to make sure 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 items to be taken home such as gifts, cake toppers, extra favors, centerpieces, and marriage licenses so nobody has to worry about gathering these items.
- Handle other typical items involved in the wedding day.



THE SWEET ESSENTIALS PLUS PACKAGE DAY OF COORDINATION

PRICING STARTS AT \$2095 FOR 150 GUESTS OR LESS

You planned as much of your wedding as you possibly could but you need just a little bit of professional guidance to get to the finish line. The Sweet Essentials Plus is just what you need. This wedding planning package begins 3 months before your wedding day and includes all the bells and whistles.



Plan with a Professional

What's Included:

- 10 hours of coordinating on your special day.
- A team of trained professionals (3 team members)
- Access to our online client planning portal where you can manage your planning checklist, guest list, seating, and more!
- Unlimited calls and emails 30 days before the wedding.
- Up to 5 hours of additional planning or meetings with you or your vendors to finish up the final planning details.
- Weekly updates 4 weeks before the wedding to ensure everything is on track.
- One site visit before the big day to go over the details such as the floor plan and décor setup.
- Connect with all vendors you've hired before the wedding day.
- Create a detailed wedding day timeline.
- Final details meeting to wrap everything up.
- Coordinate the ceremony rehearsal.
- Rehearsal Dinner Coordination (includes sourcing venues and assisting with setup & breakdown.)
- Collection of all wedding day personal items, custom signage, etc. from the couple or designated person before the wedding day.
- On the Big day!
- All services included in the Sweet Essentials Package



SWEET DREAMS PACKAGE PARTIAL PLANNING

PRICING STARTS AT \$2795 FOR 150 GUESTS OR LESS

Need more than a day of coordinator but not ready to commit to full-service planning? This moderately priced wedding planning package begins 6 months before your wedding day and includes all the bells and whistles.



Plan with a Professional

What's Included:

- Welcome gift
- You will have access to our online client planning portal where you can manage your planning checklist, guest list, seating, and more!
- Everything from The Day of Coordination Sweet Essentials Package plus...
- Up to 10 hours of face-to-face (Zoom/FaceTime included) wedding planning meetings with you or your vendors.
- Unlimited email support. (Phone support begins 30 days before the wedding day).
- Weekly touch base meetings 4 weeks before to ensure everything is on track.
- One budget planning meeting. (Basic budget preparation).
- Referrals to vendors that fit both your budget and your style.
- Arrange appointments with vendors and provide lists of questions to ask the vendors to make sure no details are missed.
- Review and negotiate all contracts on your behalf.
- Advice and suggestions during the planning process
- Provide itineraries and timelines to keep you on track with wedding planning.
- Dedicated décor planning we will create an inspiration board for décor.
- We will stay in contact with you to make sure you are staying on track with the timelines and getting done what needs to be done when it needs to be done.
- Manage your payment reminders to all vendors.
- Arrive on the wedding day to help set up the ceremony and reception sites and stay through the end of the reception (up to 12 hours on the wedding day unless otherwise agreed upon).
- Rehearsal dinner coordination.

PARTIAL PLANNING WITH EVENT DESIGN

PRICING STARTS AT \$3695 FOR 150 GUESTS OR LESS

- Everything from the Sweet Dreams Package Plus...
- Up to 3 Dedicated design meetings
- Event Design for your special day, including idea generation, creating the final design for the event and determining the production/setup process.
- Event design includes managing the décor budget, reserving rentals, purchasing and keeping track of inventory, décor prep, and a dedicated team to execute the design.



THE SWEET FAIRY—TALE PACKAGE FULL SERVICE WEDDING PLANNING

PRICING STARTS AT \$5995

Designed for the busy couple that needs help planning every aspect of their wedding. We will be there from start to finish to help you plan your dream wedding. It's the ultimate service with all details handled so you can sit back and enjoy the wedding planning journey.



Enjoy Every Moment

What's Included:

- Everything from The Day of Coordination plus...
- Welcome basket filled with goodies!
- You will have access to our online client planning portal where you can 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.
- Wedding day inspiration board and dedicated event design.
- 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 help set up the ceremony and reception sites and stay through the end of the reception (up to 12 hours on the wedding day unless otherwise agreed upon).



HOURLY WEDDING PLANNING

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

The hourly-priced wedding planning and consulting services are great for addressing simple issues and smaller projects. Such as ceremony coordination or creating your wedding day timeline. This service is also popular for setup & breakdown on the wedding day.



We are here for you

Social Events

PRICING STARTS AT \$995

Your Event Planner will bring your vision to life and will be in charge of all the logistics on the day of your event such as:

- Managing vendors (photographers & DJs).
- Creating a day-of timeline.
- Setting up décor while you are getting ready.
- Assisting with the breakdown when the event is over
- Creating a basic design inspiration board to collaborate with you and deliver the beautiful results you envisioned for your event.
- You will have access to our online planning portal to assist you with managing your event from RSVP management to planning checklist.
- Add-on rentals and service options available! Focal wall backdrops, balloon garlands, centerpieces, invitation management, and more!

BABY SHOWERS

- Baby showers are gift-giving parties. It's also a way for friends and family to help the new parents get everything they need. What a great way to celebrate motherhood!

SWEET 16 & SWEET 18 PARTIES

- Becoming an adult is a big deal! Sweet 16 celebrates an important milestone for young girls becoming ladies and in modern-day boys celebrate this milestone as well. Sweet 18 is very similar however the sweet 16 tends to be more formal (ballgowns and suits) and the sweet 18 would be more casual.

BIRTHDAY PARTIES

- Birthday parties are all about you, from your 1st Birthday to your 100th! Each year is a precious milestone to celebrate.

PROM SEND-OFF

- Prom send-offs have become a pre-prom must-have! Family comes from all over to witness the send-off and take photos. Families can host the send-off in their homes but some people opt to rent banquet halls, hotel suites, and limos.

WE ALSO COORDINATE ANNIVERSARIES, GRADUATIONS, REPAST, AND MORE!





Why Us?

VIRGO EVENT PLANNING builds the foundation for a flawlessly executed event by working together as a team to manage every detail of your event.

OUR TEAM is organized, strategic and resourceful. Most importantly, our team is known for our customer experience and the relationships we build with our clients assuring you will have knowledgeable, respectful professionals to make your special day.

EACH EVENT is unique and customized to reflect the needs of our clients. We welcome all of your special requests, modifications, and ideas.



HOW IT WORKS

First

If you already have your wedding 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!"

Kind Words

DANIELA & NICK

BOOK A CONSULTATION



Let's Chat...

We can always be reached via email to answer any questions you may have. When you are ready to schedule your complimentary consultation you can book online or click this link www.virgoeventplanning.com/book-online so you can select a date and time that works best for you!

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