
WEDDING SEASON
2022-2023



visual storytelling for

adventurous couples

creating memories for

moments that matter

Photo by United Photography

VIRGOEVENTPLANNING.COM

ABOUT US

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

Our goal is to create a beautiful, integrated 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 I feel blessed to get to work with such wonderful people each day!

I've always had a passion for decorating and showcasing creativity. I believe every event deserves to be stunning and getting married is a precious milestone that should be celebrated. Every couple has a unique story and I enjoy translating those stories into reality. I am committed to ensuring me and my team create memories that will last a lifetime.

Once upon a time...

Before becoming a private 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 milestone events because life is too short and the good times deserves to be celebrated.

Planning events and meeting new people has been a wonderful journey and I have met lots of new people experienced different cultures and 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 \$1095 FOR UNDER 100 GUESTS

It's impossible to just show up on the wedding day to coordinate everything. We typically start the wedding day timeline about two months 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!

*Please note we staff 1 team member per 50 guests to ensure we deliver quality results. Events over 100 guests will require 3rd team member for an additional fee.

Your Special Day



What's Included:

- Final meeting, preferably at the venue, before the big day to go over the details such as 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) making sure 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.

Additional coordinating hours on the wedding day can be added.



THE SWEET DREAMS PACKAGE PARTIAL WEDDING PLANNING

PRICING STARTS AT \$2895

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:

- Everything from the Sweet Essentials package plus...
- Welcome gift for the wedding couple!
- You will have access to our online client planning portal where you can manage your planning checklist, guest list, seating, 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 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.
- Manage your payment reminders to all vendors.
- 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
- 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 floor plan and how you would like things set up on the wedding day.
- 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).
- Wedding party management leading up to the big day.
- Coordinate ceremony rehearsal (if applicable) making sure everyone knows what they are doing and what order they are to walk in.
- Rehearsal dinner coordination.



THE SWEET FAIRY-TALE PACKAGE FULL SERVICE WEDDING PLANNING

PRICING STARTS AT \$4995

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 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) making sure everyone knows what they are doing and 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).



HAPPILY EVER AFTER FULL – WEDDING CONCIERGE

PRICING STARTS AT \$7495

This inclusive package is designed for clients who desire an upscale luxury wedding experience with a hands-off approach and is intended to give our couples peace of mind with their wedding planning. We typically start the concierge timeline about 12-15 months out (earlier if requested). We will do all the "heavy lifting" no searching for vendors handling payments, remembering what questions to ask or contracts we take care of everything! You only have to be present for the fun stuff!

Experience the difference



What's Included:

- Everything from The Day of Coordination plus...
- Welcome basket filled with goodies!
- You will have access to our line client planning portal where you can view our progress planning checklist, guest list, seating, and more!
- Provide up to 30 hours of face-to-face (Zoom/FaceTime included) wedding planning meetings with you or your vendors.
- Unlimited email and phone support.
- Regular updates on our planning progress.
- Budget and payment management. (we will manage payments to all vendors on your behalf.)
- We will carefully select and hire all vendors on your behalf that fit both your budget and your style.
- Manage all vendor appointments.
- Manage, review and negotiate all contracts on your behalf.
- Wedding day inspiration board with dedicated event design.
- Wedding Website set-up and management.
- RSVP management & assistance with ordering save-the-dates, wedding invitations, and all printed materials.
- Invitation management we will package, weigh and mail your wedding invitations
- Wedding website set-up and management
- Organize Hotel accommodations for the wedding night and out-of-town guests including a mini travel e guide.
- Guest welcome bag service
- Provide wedding etiquette advice and suggestions during the planning process.
- Provide itineraries and timelines to keep you on track with wedding planning.
- We will stay in contact with you to inform you of our planning progress and to get your opinion on key decisions for the big day!
- 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 floor plan and how you would like things to be set up on the wedding day.
- Create a detailed wedding day timeline.
- Coordinate ceremony rehearsal (if applicable) making sure everyone knows what they are doing and 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 14hours on the wedding day unless otherwise agreed upon).



BRIDAL CONSULTING

STARTING AT \$50 per hour (3-hour minimum)

Consulting services are great for addressing simple issues and smaller projects such as ceremony coordination or creating your wedding day timeline.



We are here for you

VENUE SET-UP & BREAKDOWN



One of the most requested services we get is assistance with décor set-up. Most Wedding Planners can assist with simple décor setups such as signage, guest book, and small details. However, they are unable to execute a full-scale event because it's time-consuming and labor-intensive and requires a team. This is where the venue set-up and breakdown service can help you. No need to worry about who will pack up all of your décors after your event either.

SERVICES FOR WEDDINGS ONLY

- With this service we will connect 30 days before your wedding to discuss your vision and the details to make sure we properly execute your vision with detailed notes.
- We will go over a detailed inventory checklist to ensure we have everything we need.
- We will pick up the inventory if it's not already at the venue.
- We complete a detailed floor plan, so we know what goes where.
- Final meeting, preferably at the venue, before the big day to go over the details such as floor plan and how you would like things set up on the big day.
- Arrive on the wedding day to help set up the ceremony and reception sites and return at the end of the reception to assist with breakdown.

We are here for you

PRICING STARTS AT

- \$650 for ceremony and reception 1 venue with 150 guests or less
- \$800 for ceremony and reception 150 guests or less at multiple locations.



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



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 the best, most cohesive, 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.

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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VIRGO EVENT PLANNING AND PARTY RENTALS



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