

pleasant surprise

weddings & events

Sweet Surprise coordination

You've hired all your vendors, now you would like Pleasant Surprise Events to handle all the details.

primary coordinator + up to 3 associate coordinators

Starting from 4-6 weeks before wedding day –

- Confirm vendor services and provide wedding day timelines
- Attend final walkthrough with ceremony and reception sites
- Finalize overall layout of ceremony and reception sites
- Meet for dinner and to finalize all details (up to 3 hours) 3 weeks before wedding day
- Distribute client approved timeline to all vendors 1 week before wedding day

Rehearsal day –

- Run through order of the ceremony
- Brief everyone on wedding day call times

Wedding day –

- Arrive early at the ceremony site, check in with florist, photographer, musicians, etc.
- Provide refreshments for wedding party
- Personal assistant for bride
- Prepare bouquets and wedding dress, bridesmaids' dresses, bridal accessories for detail photos
- Provide emergency kit for bridal party (band-aids, bobby pins, safety pins, etc.)
- Provide bags to keep bride's and bridesmaids' belongings in one, easy to carry place
- Pin corsages and boutonnieres on groomsmen and family members
- Make sure all ceremony details are in place according to client's specifications
- Assist photographers with coordinating "First Look" if applicable
- Start ceremony on time, make sure family and wedding party get down the aisle in order
- Prepare family and wedding party for formal photos
- Ensure marriage license gets signed and taken care of
- Clear bride's room, transfer everything to reception site, if applicable

pleasant surprise

weddings & events

- Arrive early at reception site, check in with DJ, A/V, florist, cake, other rentals
- Arrange place cards, table numbers, menu cards, favors, etc. to client's specifications
- Ensure all tables, chairs, place settings have been counted according to client approved diagram
- Make arrangements with venue for cocktail hour refreshments for wedding party, if possible
- Assist guests with finding their tables, graciously handle any unexpected guests
- Line up wedding party for grand entrance
- Keep wedding party, DJ, photographer, videographer, A/V up to speed with order of events
- Stay in communication with banquet captain to ensure smooth food service and transitions
- Guide bride and groom through the evening so they get to all scheduled points as well as eat
- Make sure all vendors have the reception covered during their mealtime
- Distribute final payments and/or gratuities to vendors
- Collect all personal items and wedding accessories after the ceremony and reception and give to a designated person (unity candle, toasting glasses, cake knife/server, guest book, gifts, etc.)
- Stay till the end of the event and ensure any rented items are picked up by designated person
- If possible, take care of checking in and transporting overnight bag to bridal suite
- Handle unexpected situations efficiently and professionally
- Unlimited phone calls and emails

Starting at \$4000

- Actual fee determined by, but not limited to, number of guests, destination and complexity of the event
- All parking, one day or overnight, will be the responsibility of the client
- Venues more than 50 miles from Fullerton, CA will require accommodations for at least 2 nights at a hotel no more than 5 miles of the venue or bridal suite. (Destination weddings will be determined case by case)

Please keep in mind; requesting the help of friends who are not professional wedding vendors may result in added fees for additional associates, especially DJ/MC, Photographer and Florist. We'd rather you spend the money on hiring professionals.

pleasant surprise

weddings & events

Lovely Surprise partial planning/coordination

You've started the planning process but realize you need Pleasant Surprise Events to assist you the rest of the way. The following include all the services in a *Sweet Surprise*.

6 months of planning, venue search/vendor referrals including up to 4 additional meetings of your choice

Starting at \$5500

- Actual fee determined by, but not limited to, number of guests, destination and complexity of the event
- All parking, one day or overnight, will be the responsibility of the client
- Venues more than 50 miles from Fullerton, CA will require accommodations for at least 2 nights at a hotel no more than 10 miles of the venue or bridal suite. (Destination weddings will be determined case by case)

Please keep in mind; requesting the help of friends who are not professional wedding vendors may result in added fees for additional associates, especially DJ/MC, Photographer and Florist. We'd rather you spend the money on hiring professionals.

pleasant surprise

weddings & events

Complete Surprise

You're engaged and you would like Pleasant Surprise Events to walk alongside you through the entire process to bring your vision to life. **This package is for the couple who can put their complete trust in Pleasant Surprise Events to guide them through every step of the way to an enjoyable and stress-free wedding day.**

This package includes all the services in a *Sweet Surprise plus* full planning from beginning to end, PSE will arrange and accompany to every meeting, including venue search.

Starting at \$10,000

- Actual fee determined by, but not limited to destination, number of guests, and complexity of the event
- All parking, one day or overnight, will be the responsibility of the client
- Venues more than 50 miles from Fullerton, CA will require accommodations for at least 2 nights at a hotel no more than 10 miles of the venue or bridal suite. (Destination weddings will be determined case by case)

CLIENT MUST HIRE ALL PROFESSIONAL WEDDING VENDORS