

Forrách Event Planning
Fun ~ Fabulous ~ You

Congratulations
On
Your
Engagement!

At Forrách Event Planning I believe that every bride is a unique individual. Because not every bride is alike, I offer both Wedding Packages and Customized Services just for you. Your choice of services will be governed by your budget, size and scope of your event, and where you are in the planning process.

Please look at the difference between the three levels of service, and then feel free to contact me for a complimentary consultation.

Orchid - Full Service

Rose - Partial Service

Calla Lily - Month/Day Of Service

Mix Bouquet - Additional Services

Additional Information - Payment & Contact Information

Fran Aycock

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Orchid

Full Service

Starting at \$4000.00

This package is for the couple who is busy with work and life or is out of state.

- ~ Recommending ceremony and reception sites
- ~ Establishing budget and management
- ~ Recommending quality vendors
- ~ Scheduling and Attending vendor meetings
- ~ Contract review
- ~ Providing wedding checklist
- ~ Progress meetings as needed
- ~ Free “Flash” wedding website
- ~ Tracking R.S.V.P’s
- ~ Assisting with floor plans
- ~ Confirming details with vendors (email and phone)
- ~ Ongoing access through out planning
- ~ Design and develop wedding and theme
- ~ Meeting 10 days before to confirm all details and to collect personal item (ceremony and reception accessories)
- ~ Attendance at final meeting with caterer, ceremony and reception sites to ensure all details are correct
- ~ Pre-wedding ceremony and reception site walk through
- ~ Minimum of 2 coordinators for wedding day *
- ~ Directing ceremony and reception
- ~ Directing Rehearsal (1.5 hours)
- ~ Providing guidance and advice
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)
- ~ Acting as Master of Ceremonies (if needed)
- ~ Making sure gift and personal items are taken by person of your choosing
- ~ Distributing final payment envelopes to vendors
- ~ Etiquette advice
- ~ Use of Wedding Day Emergency kit
- ~ Making hotel accommodations for out of town guests
- ~ Assisting with Design, Implementation and Delivery of all Guest Welcome
- ~ Arranging for child-friendly activities at the reception
- ~ Decorating Honeymoon suite (if accessible)
- ~ 40% off orders through Carlson Craft or Regency

** Additional assistance recommended for weddings over 150 guest (an additional charge of \$175 per assistant added to package price)*

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Rose

Partial Planning
Starting at \$2500.00

This package is for the couple who have some of the big things taken care of but still need help with the rest:

- ~ Ongoing access through out planning
- ~ Design and develop wedding and theme
- ~ Meeting 10 days before to confirm all details
- ~ Establishing budget and management
- ~ Pre-wedding ceremony and reception site walk through
- ~ Providing wedding checklist
- ~ Recommending quality vendors
- ~ 2 coordinators for wedding day *
- ~ Confirming details with vendors (email and phone)
- ~ Directing ceremony and reception
- ~ Directing Rehearsal (1.5 hour)
- ~ Providing guidance and advice
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)
- ~ Acting as Master of Ceremonies (if needed)
- ~ Making sure gift and personal items are taken by person of your choosing
- ~ Distributing final payment envelopes to vendors
- ~ Etiquette advice
- ~ Use of Wedding Day Emergency kit

** Additional assistance recommended for weddings over 150 guest (an additional charge of \$175 per assistant added to package price)*

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Calla Lily
Month of
Starting at \$1500.00

This package is for the couple who has planned everything but wants a professional to handle all of the last minute details and help reduce stress on the big day. (Please note: This is not a planning/vendor recommendation service.)

- ~ 2 planning meetings with couple (4-6 weeks and 10 days before)
- ~ 2 coordinators for weddings over 100 guests
- ~ 1 coordinator for weddings under 100 guests*
- ~ Ongoing access through out planning
- ~ Providing wedding checklist
- ~ Pre-wedding and reception site visit
- ~ Detailed schedule for everyone (wedding party and vendors)
- ~ Confirming details with vendors
- ~ Etiquette Advice
- ~ Directing rehearsal (1.5 hours)
- ~ Directing ceremony and reception
- ~ Master of Ceremonies (if needed)
- ~ Use of consultants emergency kit
- ~ Making sure gift and personal items are taken by person of your choosing
- ~ 25% off any Carlson Craft or Regency Invitation order

** Additional assistance recommended for weddings over 150 guest (an additional charge of \$175 per assistant added to package price)*

Mixed Bouquet
Additional Services
\$75.00 an hour

These are additional services that can be added to any of the packages:

- ~ Assembling Invitations
- ~ Making Gift bags for out of town guests
- ~ Budget development
- ~ Vendor recommendations
- ~ Personalized Website
- ~ Honeymoon Suite Decorating
- ~ Engagement or wedding announcements in newspaper of choice
- ~ Mailing announcements and/or invitations
- ~ Planning and organizing wedding related parties
- ~ We also offer Gown Preservation (For only \$169.00)

**Forrách Event Planning ~ forrachevent.com ~ forrachevent@yahoo.com ~ (443)364-8045
P.O. Box 70 Simpsonville, MD 21150**

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Additional Information

Payments

A 40% non-refundable retainer is due at the time of signing. The balance may be paid in equal monthly payments. Payments may be made via check, money order, cash or credit card. If using a credit card, a 3% service fee will be added to each invoice. We are also Paypal verified.

Contact Information

If you have any questions or would like to set up an appointment to discuss how I can assist you in making your wedding as stress free as possible, please feel free to contact me at fran@forrachevnet.com.

Forrách Event Planning
Fran Aycok
P.O. Box 70
Simpsonville, MD 21150

(443) 364-8045
866-313-2862 (fax)

*Thank you for contacting us and we look forward to
working with you!!*