



WENDY HARROP EVENTS

SERVICES OFFERED

What services do you provide?

Wendy Harrop Events is a wedding and event planning service located in the Greater Boston Area. Owned and operated by Wendy Harrop a Certified Professional Wedding Planner with over 20 years experience. Our initial contact with a couple begins anywhere from 4 – 24 months before the wedding. At our first meeting we start to narrow down what kind of event you would like as well as the elements that are most important to each party (bride, groom, parents). Once the type of service, number of venues (ceremony & reception at same location or moving during the event) and approximate guest count is determined, we provide you with a proposal.

Types of service:

- ❖ **DAY-OF COORDINATING** – typically for the bride who has thought of everything, but doesn't want to be bossing people around or stressing over centerpieces on her big day.
 - Meet with couple 4 weeks before their wedding to go over details and make sure they've thought of everything.
 - Pre-site venues
 - Create timeline for ceremony and reception
 - Coordinate vendor communication (week of wedding)
 - Coordinate rehearsal
 - Coordinate vendor set-up at both locations
 - Attend to bridal party, family and vendor needs
 - Ensure timeline is followed, guests are accommodated, family and bridal party are enjoying their beautiful, perfect day.
 - Coordinate tear-down efforts

Basically, we belong to the bride and groom from one hour before their rehearsal until an hour after they make their grand exit at the end of the reception.

This package ranges from \$1200 - \$2500

- ❖ **PLANNING ASSISTANCE** – this service suits the bride who knows exactly what she wants, but isn't sure where to find it.
 - Meet with couple 8 – 24 months before their wedding
 - Unlimited consultations until wedding day (via phone, email, in person)
 - Full access to my preferred vendor list
 - Attend vendor meetings, pre-site possible venues, negotiate contracts, offer suggestions and solutions as needed.

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- Create timeline for task completion; manage the couple's process and progress.
- Includes all aspects of Day-of Coordinating

This package ranges from \$2500 - \$7500

- ❖ FULL SERVICE PLANNING – ideal for the couple that wishes to show up at the church with all their friends waiting for them.
 - Manage and execute all details with the exception of attire and guest list.
 - Narrow down each vendor category to three choices for the couple to decide on.
 - Manage all guest communications including Save the Date cards, Invitations, RSVP's and menu choices.
 - Create seating chart with couples direction.
 - Manage all printing needs (programs, escort cards, table numbers, menus, etc.)
 - Assemble guest favors, create play lists, etc.
 - Includes all aspects of Day-of Coordinating

This package ranges from \$10,000 - \$25,000