



MAIN STREET

WEDDING AND EVENT VENUE

2022

PARTIAL  
PLANNING  
PACKAGE

315 N. MAIN ST.  
EVANSVILLE, IN

[WWW.MAINSTREETEVANSVILLE.COM](http://WWW.MAINSTREETEVANSVILLE.COM)

## WHAT IS PARTIAL PLANNING?

You've chosen your date, and of course, you've reserved the *perfect* venue. That's a good start! If you've already booked your vendors but feel like you need someone to guide you through the rest of the wedding planning process and bring together all the details, then our partial planning package offers exactly what you need. I'll go over all of the things you've already planned and make sure that nothing gets missed. Together we will fully develop your vision and create a detailed plan for every element of the design and decor. As the big day approaches I'll step in and take over to make sure everything gets done so that the days leading up to your wedding will be stress-free! This package includes complete wedding day management and coordination. You'll be able to relax and enjoy knowing every detail will be taken care of. Let yourself be a guest at your own wedding!

## INVESTMENT

The Partial Planning Package is \$1200. I believe in full transparency, so you won't get hit with any surprises or hidden fees. That includes everything below, as well as a whole lot of genuine care and service. I want your wedding day to be everything you've imagined! I'll do whatever I can to help make it happen with as little stress as possible!

## WHAT'S INCLUDED?

- Availability by phone, email, text
- Event theme development
- Complete event design
- Custom inspiration board
- Decor/supply sourcing, pricing & ordering
- Vendor communication/confirmation
- Supervise decor setup and tear-down
- Detailed day-of timeline creation
- Rehearsal management
- Wedding day coordination

## WHAT'S EXTRA?

- Vendor Consultations
  - I will attend vendor consultations for a fee of \$50/hr.
- Wedding Website Development
  - I will create and publish a custom website for your event. It's the perfect way to share information with your guests regarding anything from accommodations to a wedding weekend timeline. Starts at \$125.
- Invitation Management
  - If you don't have time to assemble, stamp, and mail wedding invitations, you can add this service to your planning package. \$150 per 100 invitations.
- RSVP Management
  - Have your RSVP cards mailed/emailed directly to the venue to save the hassle of keeping track of who is and who isn't coming to the wedding, how many guests they are bringing, and what entree choices they have selected for dinner. I will create and maintain a database of guest responses. \$175 flat fee.