



A Division of TEKM Services, Inc.

MAY WE PRESENT TO YOU....

Our Wedding Services

Your Las Vegas Wedding Concierge has created a wide range of wedding planning services that were designed with the destination bride and groom in mind, but certainly cater to our local couples as well. Our Concierge Consultations and Wedding Day Concierge Service Suites offer distinctive and comprehensive consultation, planning, and coordination and design assistance. A La Carte services are available as well to ease the planning process, or add special touches to your day.

However you take advantage of our services from helpful topical hourly consultations to full production wedding planning, we look forward to helping you make your wedding a sophisticated, fun and unique celebration of your love that you can enjoy with your family and friends, but most of all, with each other! After all, that is why your' getting married in Las Vegas, isn't it?

Whether it's a Wedding, Anniversary, Birthday, Bar/Bat Mitzvah or any special occasion worth celebrating in Las Vegas, **Your Las Vegas Wedding Concierge** will gladly tailor and customize any of the consultation or coordination services listed here to suit your unique event. And, of course, we always do it with STYLE!!

- Engagement Parties
 - Wedding Brunches
 - Rehearsal Dinners
 - Bridal Teas or Luncheons
 - Bachelor/Bachelorette weekends
 - Shop, Spa and Dine Las Vegas Style weekends!
 - Romantic Las Vegas weekends or "Night Out" for Two!
 - Family Reunions
 - Birthday Parties
 - Golf Outings/Weekends
 - Honeymoon Planning Assistance
 - Baby Showers
- We Welcome you to contact us to arrange for a ****COMPLIMENTARY INTRODUCTORY MEETING****
 - *Approximately 20-30 minutes as a "get acquainted" opportunity.
 - *We will collect some basic wedding detail information from you.
 - *If you wish to engage Your Las Vegas Wedding Concierge for additional services, we can make arrangements to schedule these at this time and arrange for a service fee proposal to be delivered.

"Concierge" Consultation Services

2 HOUR "WEDDING CONCIERGE" CONSULTATION \$150.00

Our bridal consultation services are best for those who want to do all the detail work or can only use the services of a consultant on a limited basis, but want the assurance that they are meeting and contracting with the best vendors Las Vegas has to offer. Not sure which caterer would be best for your wedding or which photographer would fit your price range? Bring your ideas, your note pad, and all your questions with you - we will discuss everything. At the end of our meeting, you will have a plan of action in hand, a list of top-notch vendors to contact, and all your questions answered.



3 HOUR PERSONAL WEDDING CONCIERGE CONSULTATION \$375.00

For the couple planning their own Las Vegas wedding or who are not certain they want or need the services of a Wedding Consultant. Whether you are at the beginning stages, or well into your wedding planning details, the **Personal Wedding Concierge Consultation** is one of our most popular services, giving you all the tools and resources you need to plan your own fabulous Las Vegas wedding! After the consultation we will prepare and present to you a personalized, detailed **Wedding Planning Report**; the perfect strategy to get started in STYLE!

- A personalized list of pre-qualified wedding professionals and wedding venues including contact information, specialty details and vendor/venue questionnaires for each category required.
- A detailed initial cost estimate of your anticipated wedding expenses in keeping with your specified financial parameters.
- Detailed notes and recommendations from the meeting to address topics such as wedding logistics, wedding STYLE elements, etc.
- A "highlights" agenda for the wedding day to get you started in creating your own wedding timeline.

Presentation of Consultation Discussion details...

- How to establish and maintain an effective wedding budget. How to establish & implement effective planning timelines & itineraries for your vendors & bridal party.
- How to create workable timelines & blueprints for yourself, your vendors & wedding party.
- We present a recent *Wedding Day Management Portfolio* to demonstrate how we design, plan and direct a full-scale production wedding, (included in our **Platinum** and **Diamond** level of "Wedding Day Concierge" services.
- How to create and maintain your own wedding management tools, wedding portfolio & efficient computer files.
- What to look for in signing vendor contracts (what to include what to watch out for), show samples.
- We can point out ways to help you maximize your budget, while still maintaining maximum STYLE!!
- You're personal Wedding Day STYLE and how to design it through every element of your wedding such as floral, décor, stationery, food, etc.

The Personal Wedding Concierge Consultation is an integral part of the **Wedding Day Concierge Platinum** and **Diamond** suite of services. Should you wish to engage **Your Las Vegas Wedding Concierge** as your wedding consultant for either *Platinum* or *Diamond* level services, the consultation fee of \$375 will be applied to both the total fee and total number of hours in the service suite selected.



PERSONAL WEDDING CONCIERGE CONSULTATION~STERLING LEVEL \$750.00

In Las Vegas, there is always room for taking customer service to the highest possible level. That is what this town is all about. **Your Las Vegas Wedding Concierge** is committed to this philosophy and offers this fabulous suite of consultation-only services for those discerning clients who wish to take advantage of this VIP level of attention.

In addition to all the services described in our **Personal Wedding Concierge Consultation**, this "Sterling" suite of consultation services includes 5 additional hours with Consultant as detailed below.

- 2 additional hours of general consultation (Consultations may be conducted by phone if necessary).
- Consultant to accompany you at up to 3 initial vendor meetings or venue walkthroughs (or combination of both).

A La Carte Options

"CONCIERGE HONEYMOON SUITE" SERVICE \$250.00

Your Las Vegas Wedding Concierge will help to create a magical and romantic environment for your wedding night suite with freshly strewn rose petals & 55 *votive candles at the venue of your choice (within 10 miles of reception location). Where real candles are prohibited, battery operated life like "votives" will be substituted on rental basis.

For an additional charge, we can arrange for a variety of romantic appointments, so let your imagination soar! Here are some delightful suggestions to help customize and enhance the mood...

- A box of gourmet chocolates/truffles for your enjoyment.
- Bottle of premium champagne with designer champagne flutes.
- Fun sexy board games, his and her boxer shorts or pajamas.
- Premium long stemmed strawberries chocolate dipped, or in sterling silver bowl accompanied by luscious cream or heavenly gourmet chocolate sauce.
- A luxurious and sensual basket of heavenly oils and lotions for romantic massage or bath.
- A romantic compilation of your favorite love songs on a custom designed compact disc.



YOUR LAS VEGAS WEDDING CONCIERGE GIFT CERTIFICATES~\$75.00 DENOMINATIONS/CUSTOM

Gift Certificates for our services are a wonderful and practical idea for newly engaged couples to get their wedding planning on the right path. We can customize a gift certificate for a particular service, or simply indicate a dollar value so that the recipient may choose their desired service. Please contact us if you are interested in purchasing a Gift Certificate. We will take down all the necessary details and create a lovely presentation on your behalf that will be mailed to the recipient.



Additional a la carte services are available for purchase at the rate of \$75.00 per hour. These services may also be purchased to upgrade certain service suites (if not already included).

PRESENTATION OF OTHER POPULAR A LA CARTE SERVICES...

- Additional Hourly General Consultations
- Call/email guests for updated contact information for Guest List
- Contact Guests that have not responded by RSVP Deadline
- Venue Search: Make appointments and accompany you to site tours
- Vendor Search: Make and accompany you to appointments
- Assemble and mail invitations
- Assistance with Rehearsal Dinner locations and coordination
- Plan activities for Out-of-Town Guests
- Last Minute "Month of" Wedding related errands
- Assemble and Distribute "Welcome Gift Bags" for Out of Town Guests at Hotel(s)
- Make Arrangements for "Day After" Brunch
- Consultation/Assistance with Ketubah arrangements for Jewish or interfaith unions.

“Wedding Day Concierge” Signature Services

“WEDDING DAY CONCIERGE” SUITE OF SERVICES~STERLING LEVEL \$1,500.00

All the spectacular elements are in place-the stunning gown, that luscious and gorgeous cake, the incredible band and delicious food for your fabulous and stylish Las Vegas wedding. To ensure every element is orchestrated to your wishes, and with undivided attention to your needs, the wedding coordinating services of **Your Las Vegas Wedding Concierge** will be one of your most invaluable investments. Consider our *Sterling Level* suite of services as the perfect choice for the couple who wish to take care of all the wedding planning themselves, however they desire a level of special, customized service for the event itself; allowing them the peace of mind and luxury to enjoy their wedding day from beginning to end with each other and their guests. **This level of service must be booked at least 60-90 days before your wedding date.**

- This suite of services includes the services of your Consultant and one (1) Assistant Coordinator.
- Twenty One (21) total hours of service including 1 complimentary hour to be applied, at client's discretion, as additional consultation hour, time for consultant to attend vendor meeting, additional rehearsal time or as a bonus hour for on-site wedding day coordination. This hour must be allocated at time of contract signing.
- Eight (8) hours of on-site Wedding Day Coordination Services.

Note & FYI: Professional wedding coordinators agree that there truly is no such thing as just "day of" coordinating for an event as monumental as a wedding. At times, this type of service can actually be more work and stress for a WC since we have not been involved in the planning process, yet the execution and success still lies with us. Therefore, we require the client to provide detailed information on all aspects of their event.

PRESENTATION OF *Sterling Level* SUITE OF SERVICES

Pre-Wedding Day Planning Details Include...

- Meet with you six (6) to eight (8) weeks prior to your wedding to discuss your wishes and desires and obtain a clear understanding of your vision, goals, and requirements for your wedding day (maximum 2 hour consultation).
- Unlimited email and phone access (within office hours) during planning phase.
- Obtain copies of all vendor contracts and pertinent correspondence from you to ensure all items and services you contracted for are provided the day of.
- Develop a detailed wedding day itinerary, facility diagrams and floor plans of ceremony and reception to distribute to appropriate wedding party members and vendors 7 days before wedding.
- One full consultation at your venue or with caterer several weeks prior to your Wedding for walk-through and tasting, if applicable. (2 hours maximum).
- Assist with Ketubah arrangements for Jewish or Interfaith unions (if applicable).
- Relay final headcount to appropriate vendors (reception site, caterer, Rental Company, etc.).
- Reconfirmation of all wedding day vendors, vendor contact information and details (if necessary).
- Consultant's professional assistance at your wedding rehearsal + assistant coordinator in attendance to ensure all participants understand their responsibilities and are aware of the flow of the ceremony(1 hour).
- Detailed Wedding Day Timetable for you and your groom.
- Abbreviated Wedding Day Timetable for entire wedding party and parents.
- VIP access to Consultant's private pager/cell phone number one (1) week before event for after-hour emergencies.
- VIP "Consultant on-call" access by private pager/cell 24 hours on wedding day only from 12:00 am-11:59 pm.
- Full access for entire wedding party to Consultant's "Concierge On-Call Kit" complete with all necessity/emergency items and complete list of emergency contact numbers of vendors, etc.
- Develop a vendor set-up schedule as part of the wedding day timeline and distribute to all vendors.

Wedding Day Services Detail Include...

- Hair and makeup styling scheduling for Bride, mothers and bridal attendants
- Manage transportation arrangements for bride & groom, family, wedding party & guests (if applicable).
- Coordinate with photographer and videographer for any pre-ceremony coverage.
- **Consultant and assistant to arrive on-site (s) 2-3 hours before ceremony.**
- Supervise all vendor set-ups at ceremony and reception acting as your spokesperson to ensure all of your wishes are achieved.
- Ensure tables and stage areas are set up according to your floor plan.
- Review Special Seating arrangements and greeting of guest's decorum with ushers.
- Staging wedding party, and direction of ceremony & reception
- Greet any guests that may arrive late.
- Place finishing touches on your ceremony and reception décor.

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- Organize smooth delivery and distribution of your floral bouquets, corsages & pinning of boutonnieres for bridal party & family
- Organizing your Favors, Programs, Menu's, place cards and other accessories/embellishments.
- Coordinate with the DJ or Master of Ceremonies to ensure your reception flows smoothly from start to finish and follows given timeline (announcement of your arrival, first dance, toasts, cake cutting, bouquet toss, etc.)
- Coordinate with photographer and videographer to ensure any specific pictures/live coverage you require are taken.
- Distribute final payments and/or gratuities to musicians, caterer, photographer, etc.
- Organizing your personal items and left over flowers/favors/gifts, etc. for the assigned person taking them to your home or other location. If staying within the reception we will assist in getting the items to your hotel room.
- Assist you and your families with any matters that may arise.
- Consultant remains on site until conclusion of event. Oversees vendors' post-event strike of venue and assists where possible.



"WEDDING DAY CONCIERGE" SUITE OF SERVICES~PLATINUM LEVEL \$3,000.00

Our *Platinum Level* offers destination or local Las Vegas couples impeccable and distinctive personalized attention married with an incredible suite of planning and on-site coordination services. We will assist you, with discretion and care, in handling the large and small details of your very special event. We will ensure your wedding is planned with careful consideration of your financial parameters, personalities and individual wedding STYLE to create a special, fun unique (and stress-free) event that is **a celebration of and for the two of you, your families and friends-your WEDDING DAY!**

This suite of services includes all the details in our 3 hour **Personal Wedding Concierge Consultation** and our *Sterling Level* Wedding Day Concierge suite of services, plus the following...

PRESENTATION OF *Platinum Level* SERVICES

- This suite of services includes the services of your Consultant and two (2) Assistant Coordinators.
- Forty Five (45) total hours of service including 5 complimentary hours to be applied, at client's discretion, as additional consultation hour, time for consultant to attend vendor meeting, additional rehearsal time or as a bonus hour for on-site wedding day coordination. This hour must be allocated at time of contract signing.
- Fifteen (15) hours of on-site Wedding Day coordination by Consultant and assistants includes setup hours.

Pre-Wedding Day & Wedding Day Coordination Details Include...

- *Personal Wedding Day Management Portfolio*, prepared for you by Consultant to organize your files & samples.
- Consult with and customize your Wedding Day style with STYLE! (Guest count, degree of formality, time of day, colors, etc.).
- Discuss your financial parameters and develop a detailed budget for all aspects of your wedding.
- Contract negotiation with our preferred vendors for your event to increase the value of your investment.
- Ensure all vendor selections and selected services are within pre-determined financial parameters, track deposits, and keep you informed as to status of budget and vendor payment due dates.
- Assistance with selection of all wedding design elements including floral, décor, invitations, favors, table top, etc.
- Assistance with customizing photography, video and musical/entertainment details.
- Create and manage a wedding planning checklist to remind you of all important upcoming appointments and key planning details needing your attention.
- Assist in coordination of bridal gown selection & fitting. Consult on selection of complimentary wedding party attire.
- Arrange coordination of specialty linen, chair cover and/or china rentals.
- Scheduling of-and consultant's assistance during-vendor meetings.
- Assist with arrangements for out of town guest lodging.
- Arrange limousine or specialty livery services for bride and groom. Arrange wedding party & guest transportation.
- Maintenance of RSVP database, assistance with venue layout design and guest table assignments.
- Assist with planning Rehearsal Dinner (rehearsal dinner on-site coordination not included).
- *Decorate Honeymoon Suite (evening of wedding, if locally). See details in "Honeymoon Suite" Service.



"WEDDING DAY CONCIERGE" SUITE OF SERVICES-DIAMOND LEVEL \$5,000.00

Our *Diamond Level Service* is for the destination or Local Las Vegas couple that seeks and expects the finest level of personal attention we have to offer for the total wedding design, planning and coordinating experience! **Your Las Vegas Wedding Concierge** will be with you every step of the way from announcing your engagement to hanging the "Do not disturb" sign on your romantically decorated Honeymoon suite and EVERYTHING in between including arrangements to treat all your special guests to a fabulous and personalized Las Vegas weekend experience.

This suite of services includes all services described in *Sterling Level* and *Platinum Level*, plus the following...

PRESENTATION OF *Diamond Level* SUITE OF SERVICES

- Based on an estimated 65-70 total hours of consultation, coordination and premium personal services.
- Unlimited hours of coverage on your Wedding Day (also includes necessary setup hours and rehearsal time)
- Invitation Assembly & Mailing Service (cost of postage not included).
- Wedding Weekend Concierge Services to plan a customized Las Vegas experience for your guests. (Please refer to this package for details).
- *Wedding Concierge Personal Shopping Service (does not include cost of items purchased!).



"WEDDING WEEKEND CONCIERGE" SERVICES- **Please Inquire for Custom Pricing**

One day is never enough to celebrate with your family and friends during this special time and Las Vegas is the perfect place to do it!! **Your Las Vegas Wedding Concierge** will coordinate, *in addition to your full service package*, an entire weekend celebration that can include a variety of pre/post wedding gatherings for spending more time with out of town family and friends (or letting them enjoy the city on their own so the two of you can have your own fun!). The following are just some of the events and services we can help to arrange and provide on-site coordination for...

- Bachelor/Bachelorette parties
- Golf Outings
- Rehearsal Dinner, Wedding Brunch, Bridal Teas
- Excursions (Jeep tours, boat tours, Grand Canyon tours, etc.)
- Group Show tickets & Restaurant Reservations
- Ladies Shop & Spa Outing (in favor or in addition to Bachelorette party)
- Arrange Out of Town Group Hotel Accommodations & Guest Amenities
- Arrange Guest Transportation Services

IMPORTANT WEDDING SERVICES INFORMATION

The services, terms and fees as described in this document/website are for wedding consultation and coordinating services provided by **Consultant ONLY**, and do not include the cost of any products or services provided by Client's selected sites or vendors. In addition, any products acquired, or additional expenses (ie.travel) paid by **Consultant** on **Client's** behalf are in excess of stated fees above. Where necessary, separate payment/expense arrangements will be arranged on a per purchase/incident basis between **Consultant** and **Client**. Long distance travel expenses, when applicable will be calculated and presented to client within their contract details.

- There is a **\$500.00 fee premium** added to **Wedding Day Concierge Services** for the following reasons...
- **Consultant** is contracted to coordinate a wedding/event on **Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day.**
- Consultant is contracted for *Platinum Level* or *Diamond Level* service with less than ninety (90) days from the wedding/event date.