

ROSETREE

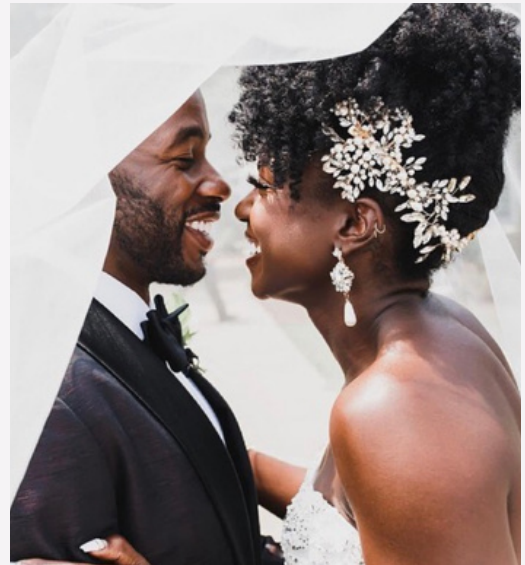
# WEDDING



CATALOG



# Hi! It's nice to meet you!



*"Working with Rosetree was an absolute dream. We are especially thankful for our wedding planner who was assigned to us as a part of our full wedding planning package. From using Rosetree's organized system for keeping track of deadlines, vendor payments, and to-do items to communicating with vendors to find the best value for our budget, our planner ensured that our wedding events ran smoothly and looked beautiful. The one thing I loved was that our planner immediately understood the aesthetic we were going for, so much so that I felt as though she was an extension of me because of how well she understood my taste. I honestly do not know how we could have pulled off the wedding without our planner and Rosetree. We are so thankful and cannot recommend them enough."*

*– Emilia + Damola*

## Here at Rosetree,

We have a deep-rooted passion for wedding planning. We thrive on helping you create a celebration that reflects your personality, takes you and your guests on a journey of happiness, and gifts you memories that will last a lifetime. Say goodbye to the stress of planning your wedding, and let us take the reins! We offer three standard wedding packages as well as one personalized package so that you can get the exact services you want. Whether you want someone to keep things organized the day-of, or you want someone to assist you with every detail during the planning process, there's a package for you. We're so excited you're here, and we look forward to getting to know you!

Jennifer Rosen, Owner

# ABOUT US



AS WEDDING DESIGNERS + PLANNERS,  
WE MAKE YOUR BIG DAY COME TO LIFE!

We specialize in luxury wedding planning, design and event management. We want your ceremony, reception, and all that ensues to live up to that which you have only imagined. And if you haven't envisioned your day, don't worry! We will ask the right questions to bring your personalities out through your design. We want your experience planning and preparing for your wedding to be exciting and stress free. How we plan your wedding depends on what you need and what you want. We're all ears! Let us know what you have in mind. That could be anything from a picture off of your Pinterest board to a detailed plan that thoroughly explains your vision. Our expertise and connections allow us to offer the best resources to connect the dots between all your details and help guide you through your event from beginning to end.

# Package Options

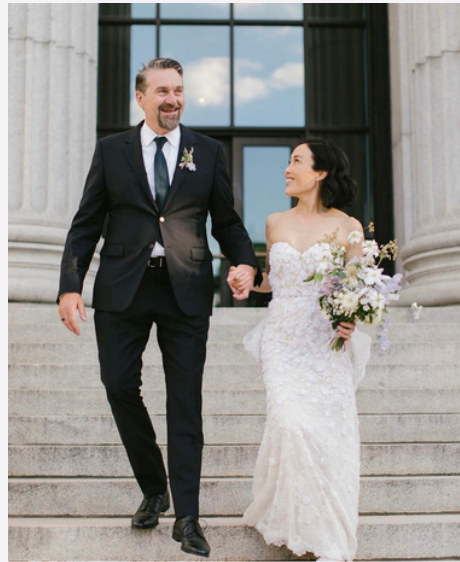
PACKAGE OPTIONS	EVENT MANAGEMENT	CUSTOM PLAN	FULL PLAN
what is it?	A few months prior to your wedding, you can hand us the reigns and we will make sure all the planning you have done comes together with your wedding day timeline, and we will be onsite to orchestrate your big day.	You start with the Event Mgmt package and then add on any of our services depending on your needs, budget and timeline.	With our full wedding planning package, it includes an endless amount of the below services. We will be working together from beginning to end to ensure a stress free planning experience.
anything you want!		✓	✓
consultation	✓	✓	✓
planning + organization	✓		✓
vendor selection			✓
design services			✓
week of wedding help			✓
vendor confirmation	✓	✓	✓
post wedding help			✓
this is perfect for couples who...	...have organized and enjoyed the planning process and know that having a hands on Coordinator is the final piece to make sure their day is flawless.	...just need the added support and are looking for a Planner to fill in the gaps from vendor recs to day of coordination.	...work hard + play harder. They don't want to give up their lifestyle to plan their wedding + know they want an experienced Planner to help guide them with vendors, budget management, design + execution.

# What's next after my consultation?



## STEP 1

We will send you a detailed proposal and our contract to review sent via email.



## STEP 2

A signed contract and deposit saves your wedding date. The deposit is 50% of the total proposal. We take checks, electronic checks and credit cards (processing fee applied).



## STEP 3

We introduce you to your Wedding Planner via email. Then your Wedding Planner will provide the next steps depending on what package you chose.

# FULL PLAN



This is everything and the kitchen sink! It'll be like planning with your best friend... a professional bf. Since 2012, we have been recognized for our luxurious designs, attention to detail and enhancing your guest's experience. From the moment you contact us until the day of your wedding, you can count on us to be a wise steward of you time and money. With the right mixture of professionalism and fun, planning your wedding should be enjoyable and stress-free.

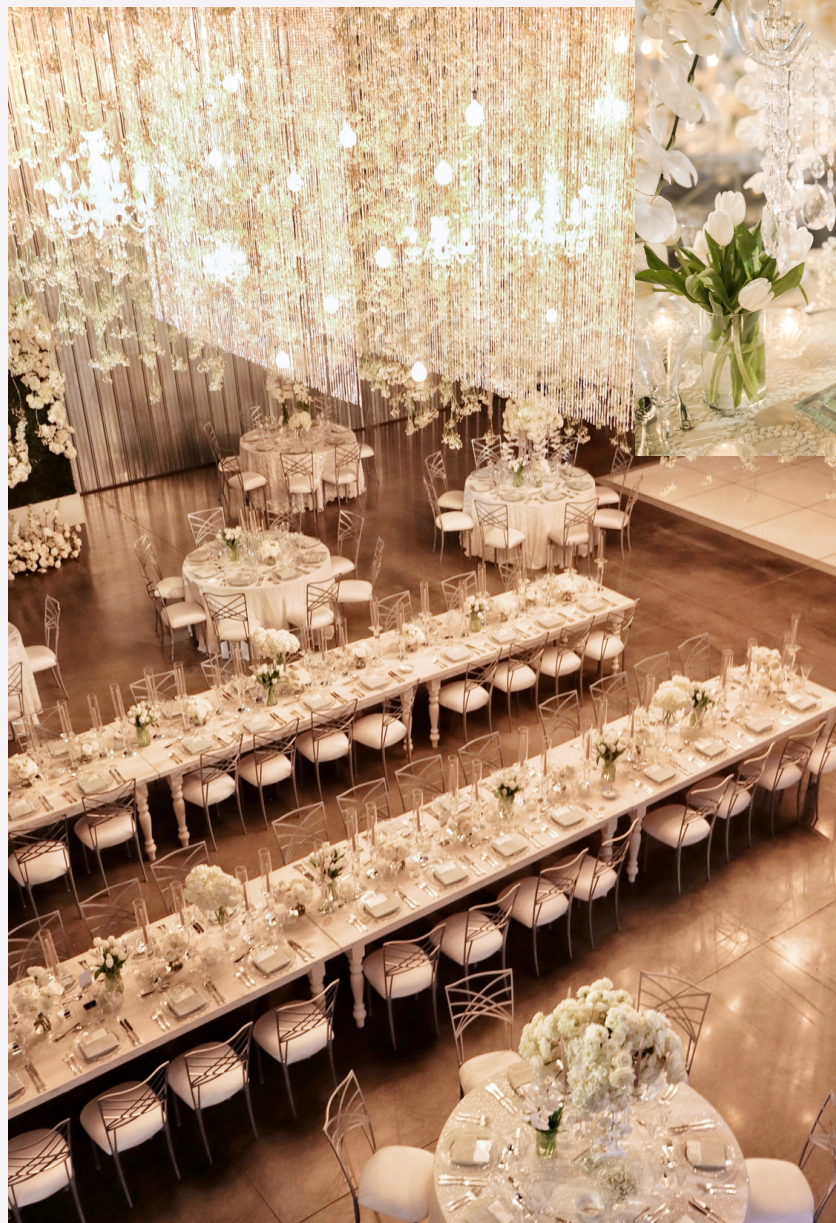
We can't wait to get started!

## WHAT TO EXPECT

- Endless time via phone, email or in person correspondence
- Design consultation, design board creation, and design implementation brief
  - Design walk through of venue(s)
  - Establish and manage budget
    - Manage payment schedule
- Communication and coordination with all vendors from beginning to end
  - Review vendor contracts and contract negotiations
- Custom planning platform to assist with timelines, checklists and more
  - Final walk through with venue(s)
    - Menu selection
    - Track RSVPs
- Errands week of the wedding (drop off hotel gift bags)
  - Rehearsal coordination and run through
- Present with an additional assistant for your wedding day
  - Complete setup and tear down
- And so much more listed in your proposal

*Starting at \$8495*

# CUSTOM PLAN



You start by picking our Event Management package and then add any additional services that you may need.

Below are some common items our couples add:

- Additional planner time
- Vendor Recommendations
- Additional Vendor Meetings
- Review Contracts and negotiations
  - Design Package
  - Clean Up
- Budget Management

# EVENT MANAGEMENT



*A few months prior to your wedding, you can hand us the reigns and we will make sure all the planning you have done comes together with your wedding day timeline. We will be onsite to orchestrate your big day and stick around to tie up all loose ends.*

## PLANNING & ORGANIZATION

- Consultation
- Access to our Preferred Vendor List with pre-negotiated discounts
- Coordinator support via email and phone throughout coordination process starting 3 months out from your wedding date
- Venue walk through and 1 hour meeting (within 6 weeks of wedding)
- Final Timeline creation
- Distribute final timeline to all vendors, family, and wedding party
- Vendor confirmation

## WEEK OF WEDDING

- Attend and run Rehearsal (up to 1 hour)
- Collect all items listed below at rehearsal to prepare for the wedding day:
  1. Cake cutting set
  2. Any decor items (candles, pictures, etc)
  3. Guest Book
  4. Paper items (Programs, Menu Cards, etc)

## WEDDING DAY

- 12 hours with 2 Coordinators
- Meet and greet all vendors and help prepare at ceremony site + reception venue
- Set up + design reception items like place cards, guest book, menu cards, favors, linens, gift table, candy bar (if applicable), + any other design items
- Distribute all wedding party flowers

- We will be the main point of contact all day for family members, wedding party, and vendors
- Continued contact with all vendors
- Continued management of the timeline
- Line up the Wedding Party for the processional
- Cue all Ceremony Musicians
- Fluff the wedding gown and prepare the Bride (YOU) for your walk down the aisle
- After the ceremony make sure all items that are coming with to the reception get packed up and transported
- Clean up anything left over in the ceremony space as well as dressing rooms
- Make sure guests know where they are going for the reception
- Organize with DJ
  - Grand Entrance
  - Prayer (if applicable)
  - Toasts
  - Cake Cutting
  - First Dance (other special dances)
  - Garter/Bouquet toss
- Hand out final payments/tips to vendors and ensure they all completed their jobs successfully
- Collect all of your wedding items like cake topper, glasses, table decor, and guest book and bring to your suite or car designated (while within the 12 hour time frame)

## AFTER WEDDING DAY

- Follow up with vendors after the wedding day and thank them for making your day so special and unforgettable

**\$2495**



We can't wait to chat more about  
your wedding day and how we can  
help bring your vision to life!

