

Leo 
Moon
Events

Packages
&
Services

The Interstellar

Exclusive Planning Package

About

This package is perfect for the couple who wishes for an expert to guide the planning of their wedding and be there every step of the way with completely unlimited support.

Inclusions

- | | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Beginning to end planning and coordination support for your wedding day• Unlimited face-to-face meetings or planning sessions• Unlimited email support from the day you book |
| Wedding Budgeting | <ul style="list-style-type: none">• Assistance in creating a customized wedding budget• Transparent budget tracking to keep your budget on the right course |
| Day-of Timelines & Checklists | <ul style="list-style-type: none">• Comprehensive ceremony and reception timelines• A customized day-of "to-do" wedding checklist• Full access to an interactive wedding planning portal. |
| Vendor Selection & Contracting | <ul style="list-style-type: none">• Recommendation list with selection of unlimited vendor options based on the desires and needs of client• Vendor negotiation and booking on behalf of the client• Review and execution of vendor contracts• Arrange transportation and hotel accommodations/reservations• Catering, menu, & dessert selection assistance |

Leo Moon Events

Base Package Investment: \$7,500

Get to know us...

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The Interstellar

Exclusive Planning Package

Inclusions, cont.

Venue & Vendor Point-of-Contact

- Establish a vendor payment schedule for easy payment tracking
- Confirmation of details with venue(s) and vendors prior to wedding day
- Day-of point of contact for venue(s), vendors, and your wedding party

Wedding Design

- Assistance in developing a color scheme, theme, and décor ideas with custom mood & design boards
- Assistance in selection and wording of save the dates, invitations, programs, menu cards, place cards, etc.
- Guidance when choosing wedding favors, attire, gifts, welcome bags, etc.
- Assistance with selection & coordination of of décor and rentals
- Space planning & diagrams
- Wedding website advice

Rehearsal Coordination

- Rehearsal with your planner and wedding party

Day-of Coordination

- Up to 12 hours onsite
- Execution of comprehensive ceremony and reception timelines
- Availability to run day-of errands as planned
- Manage all wedding day emergencies that arise with care and grace
- Manage timing of events for the couple, wedding party, vendors, and guests
- Round-up and cue wedding party for ceremony
- Cue all musicians appropriately for place and timing of ceremony

Leo Moon Events

Base Package Investment: \$7,500

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The Interstellar

Exclusive Planning Package

Inclusions, cont.

Day-of Coordination
cont.

- Ensure marriage license is signed and in the proper hands to be filed
- Answer all guests' questions graciously throughout the day, acting as your wedding Host
- Cue timing of events and special moments during reception as planned
- & MUCH MORE - just ask!

Complete Set-up &
Tear-down Assistance

- Coordinate a team (hired or provided by you) to assist with set-up and tear-down
- Set up all ceremony and reception décor prior to guest arrival
- Coordination of table and floral design
- Arrange for items to be brought from ceremony to reception site
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is packed up for your exit at the end of the night
- Transfer gifts and wedding items to your pre-determined person or space

Exclusive Add-ons

Additional day-of coordinator \$50/hour
(minimum of 6 hours)

Additional hour onsite (your
planner) \$100

Favor management &
coordination \$300 + supplies

DIY/hands-on projects \$30/hour + supplies

Leo Moon Events

Base Package Investment: \$7,500

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The Stellar

Complete Planning Package

About

This packages is perfect for the couple who wishes for an expert to guide the planning of their wedding and be there every step of the way.

Inclusions

- | | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Beginning to end planning and coordination support for your wedding day• 7 face-to-face meetings or planning sessions• Unlimited email support from the day you book |
| Wedding Budgeting | <ul style="list-style-type: none">• Assistance in creating a customized wedding budget• Transparent budget tracking to keep your budget on the right course |
| Day-of Timelines & Checklists | <ul style="list-style-type: none">• Comprehensive ceremony and reception timelines• A customized day-of "to-do" wedding checklist• Full access to an interactive wedding planning portal. |
| Vendor Selection & Contracting | <ul style="list-style-type: none">• Recommendation list with selection of unlimited vendor options based on the desires and needs of client• Vendor negotiation and booking on behalf of the client• Review and execution of vendor contracts• Arrange transportation and hotel accommodations/reservations• Catering, menu, & dessert selection assistance |

Leo Moon Events

Base Package Investment: \$4,500

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The Stellar

Complete Planning Package

Inclusions, cont.

Venue & Vendor Point-of-Contact

- Establish a vendor payment schedule for easy payment tracking
- Confirmation of details with venue(s) and vendors prior to wedding day
- Day-of point of contact for venue(s), vendors, and your wedding party

Day-of Coordination

- Up to 12 hours onsite
- Execution of comprehensive ceremony and reception timelines
- Availability to run day-of errands as planned
- Manage all wedding day emergencies that arise with care and grace
- Manage timing of events for the couple, wedding party, vendors, and guests
- Round-up and cue wedding party for ceremony
- Cue all musicians appropriately for place and timing of ceremony
- Ensure marriage license is signed and in the proper hands to be filed
- Answer all guests' questions graciously throughout the day, acting as your wedding Host
- Cue timing of events and special moments during reception as planned
- & MUCH MORE - just ask!

Leo Moon Events

Base Package Investment: \$4,500

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The Stellar

Complete Planning Package

Inclusions, cont.

Complete Set-up &
Tear-down Assistance

- Coordinate a team (hired or provided by you) to assist with set-up and tear-down
- Set up all ceremony and reception décor prior to guest arrival
- Coordination of table and floral design
- Arrange for items to be brought from ceremony to reception site
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is packed up for your exit at the end of the night
- Transfer gifts and wedding items to your pre-determined person or space

Complete Add-ons

Additional day-of coordinator (minimum of 6 hours)	\$50/hour
Additional hour onsite (your planner)	\$100
Additional planning meeting	\$50
Additional vendor meeting	\$50 + travel fee (if applicable)
Rental pick up	\$50 + travel fee per pick up
Favor management & coordination	\$300 + supplies
DIY/hands-on projects	\$30/hour + supplies

Leo Moon Events

Base Package Investment: \$4,500

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The Solstice

Wedding Management Package

About

This package is perfect for the couple who is comfortable taking on planning their own wedding, but needs some expert support and guidance along the way.

Inclusions

- | | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Seamless step-in to your planning process 4 months before your wedding• 4 face-to-face meetings or planning sessions• Unlimited email support from the day you book |
| Day-of Timelines & Checklists | <ul style="list-style-type: none">• Comprehensive ceremony and reception timelines• A customized day-of "to-do" wedding checklist |
| Day-of Vendor Recommendations | <ul style="list-style-type: none">• Recommendation list with selection of unlimited day-of vendor options based on the desires and needs of client• Day-of vendors include: photographer, videographer, DJ or band, ceremony music, officiant, accommodations, hair & make-up, caterer, dessert, florist, transportation, rentals and linens, decorator or designer, specialty vendors (photo booth, live painting, etc.) |
| Day-of Vendor Contracting | <ul style="list-style-type: none">• Day-of vendor negotiation and booking on behalf of the client• Contract review and execution for day-of vendors |
| Day-of Venue & Vendor Point-of-Contact | <ul style="list-style-type: none">• Confirmation of details with venue(s) and vendors prior to wedding day• Day-of point of contact for venue(s), vendors, and your wedding party |

Leo Moon Events

Base Package Investment: \$2,000

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The Solstice

Wedding Management Package

Inclusions, cont.

Day-of Coordination

- Up to 12 hours onsite
- Execution of comprehensive ceremony and reception timelines
- Availability to run day-of errands as planned
- Manage all wedding day emergencies that arise with care and grace
- Manage timing of events for the couple, wedding party, vendors, and guests
- Round-up and cue wedding party for ceremony
- Cue all musicians appropriately for place and timing of ceremony
- Ensure marriage license is signed and in the proper hands to be filed
- Answer all guests' questions graciously throughout the day, acting as your wedding Host
- Cue timing of events and special moments during reception as planned
- & MUCH MORE - just ask!

Complete Set-up & Tear-down Assistance

- Coordinate a team (hired or provided by you) to assist with set-up and tear-down
- Set up all ceremony and reception décor prior to guest arrival
- Coordination of table and floral design
- Arrange for items to be brought from ceremony to reception site
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is packed up for your exit at the end of the night
- Transfer gifts and wedding items to your pre-determined person or space

Leo Moon Events

Base Package Investment: \$2,000

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The Sun

Wedding Coordination Package

About

This package is perfect for the couple who wants to plan their own wedding, but wishes for assistance with final details and day-of coordination.

Inclusions

- | | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Seamless step-in to your planning process 2 months before your wedding• 2 face-to-face meetings or planning sessions• Unlimited email support from the day you book |
| Day-of Timelines & Checklists | <ul style="list-style-type: none">• Comprehensive ceremony and reception timelines• A customized day-of "to-do" wedding checklist |
| Day-of Venue & Vendor Point-of-Contact | <ul style="list-style-type: none">• Confirmation of details with venue(s) and vendors prior to wedding day• Day-of point of contact for venue(s), vendors, and your wedding party |
| Day-of Coordination | <ul style="list-style-type: none">• Up to 8 hours onsite• Execution of comprehensive ceremony and reception timelines• Availability to run day-of errands as planned• Manage all wedding day emergencies that arise with care and grace• Manage timing of events for the couple, wedding party, vendors, and guests• Round-up and cue wedding party for ceremony• Cue all musicians appropriately for place and timing of ceremony• Ensure marriage license is signed and in the proper hands to be filed |

Leo Moon Events

Base Package Investment: \$1,500

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The Sun

Wedding Coordination Package

Inclusions, cont.

Day-of Coordination,
cont.

- Answer all guests' questions graciously throughout the day, acting as your wedding Host
- Cue timing of events and special moments during reception as planned
- & MUCH MORE - just ask!

Essential Set-up &
Tear-down Assistance

- Set up of pre-determined "essential" items (ex.: guestbook, placecards, favors)
- Ensure ceremony and reception sites are set prior to guest arrival
- Arrange for items to be brought from ceremony to reception site
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is organized for your exit at the end of the night
- Collection and packing of pre-determined "essential" wedding items to designated location before departure (ex.: cake topper, toasting glasses, guest book, gifts/cards)

*Add Complete Set-up & Tear-down Assistance
(as seen in the Solstice Package)
for +\$250*

Leo Moon Events

Base Package Investment: \$1,500

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The Eclipse

Day-of Coordination Package

About

This package is perfect for the couple who wants to plan their own wedding, but wishes for assistance with the little things in the months leading up to their wedding and day-of coordination.

Inclusions

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|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Seamless step-in to your planning process 2 months before your wedding with unlimited email support during that time• A final details meeting two weeks before your wedding day to solidify details and share the little things |
| Day-of Timelines & Checklists | <ul style="list-style-type: none">• A customized day-of "to-do" wedding checklist• Ceremony and reception timeline templates |
| Day-of Venue & Vendor Point-of-Contact | <ul style="list-style-type: none">• Confirmation of details with venue(s) and vendors prior to wedding day• Day-of point of contact for venue(s), vendors, and your wedding party |
| Day-of Coordination | <ul style="list-style-type: none">• Up to 6 hours onsite• Execution of comprehensive ceremony and reception timelines• Manage all wedding day emergencies that arise with care and grace• Manage timing of events for the couple, wedding party, vendors, and guests• Round-up and cue wedding party for ceremony• Cue all musicians appropriately for place and timing of ceremony• Ensure marriage license is signed and in the proper hands to be filed |

Leo Moon Events

Base Package Investment: \$950

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The Eclipse

Day-of Coordination Package

Inclusions, cont.

Day-of Coordination,
cont.

- Answer all guests' questions graciously throughout the day, acting as your wedding Host
- Cue timing of events and special moments during reception as planned
- & MUCH MORE - just ask!

Essential Set-up &
Tear-down Assistance

- Set up of pre-determined "essential" items (ex.: guestbook, placecards, favors)
- Ensure ceremony and reception sites are set prior to guest arrival
- Arrange for items to be brought from ceremony to reception site
- Confirm all vendors complete obligations and receive final payments
- Ensure everything is organized for your exit at the end of the night
- Collection and packing of pre-determined "essential" wedding items to designated location before departure (ex.: cake topper, toasting glasses, guest book, gifts/cards)

*Add Complete Set-up & Tear-down Assistance
(as seen in the Solstice Package)
for +\$250*

Leo Moon Events

Base Package Investment: \$950

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The Stardust

Wedding Design & Decorating Package

About

This package is perfect for the couple with a vision of their perfect wedding (think Pinterest Boards and Mood Boards), but need assistance pulling together the pieces.

Inclusions

Worry-free Timeframe

- Seamless step-in to your planning and design process whenever makes sense to you
- 2 face-to-face meetings or planning sessions
- Unlimited email support from the day you book

Design & Decor Planning

- Personalized design board
- Comprehensive décor plan
- Décor and design vendor recommendation list
- Coordination of décor vendor contracts
- Space planning and diagrams
- Confirmation of details with venue(s) and vendors prior to wedding day

Onsite Support

- Day-of point of contact for design & décor vendors
- Onsite set-up and teardown

Leo Moon Events

Base Package Investment: \$950

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Wedding Blueprint

About

This package is perfect for the do-it-yourself couple looking to jumpstart their wedding planning with upfront expert advice and tools.

Planning session generally takes place 8-12 months before your wedding date.

Inclusions

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|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worry-free Timeframe | <ul style="list-style-type: none">• Seamless jumpstart to your day-of planning 8-12 months before the wedding• 1 virtual planning session• Unlimited email support for 2 months following your planning session |
| Project Management Packet | <ul style="list-style-type: none">• A comprehensive packet to help you lay out all the details of your big day• Includes: wedding checklists, budget guide, expense tracker, vendor organizer, wedding stationary organizer, important contact tracker, & much more |
| Day-of Timeline Template | <ul style="list-style-type: none">• A template to give you an idea of how the day of a wedding flows• Easy customizable excel format that you can make your own |
| Custom Day-of Vendor Selection List | <ul style="list-style-type: none">• Recommendation list with selection of day-of vendor options based on the desires and needs of client• Day-of vendors include: photographer, videographer, DJ or band, ceremony music, officiant, accommodations, hair & make-up, caterer, dessert, florist, transportation, rentals and linens, decorator or designer, specialty vendors (photo booth, live painting, etc.) |

Leo Moon Events

Base Package Investment: \$500

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Elements

Add-on and À la Carte Services

About

Elements are optional add-on and à la carte services. Perfect for couples looking for additional or specific wedding planning services.

Add-on Elements can be added to any package.

À la Carte Elements can be added to any package or purchased on their own.

Add-on

Additional time onsite	An additional hour of your planner onsite at your wedding.	\$100/hour
Additional day-of coordinator	Additional set of hands on your special day. 6 hour minimum.	\$50/hour
Venue walkthrough	An hour walkthrough of the venue with your planner.	\$100 + travel fee
Pre-wedding rehearsal	A one hour ceremony rehearsal and 30-minute venue walkthrough.	\$150 + travel fee
Vendor meetings	Virtual meeting with a vendor on your behalf to talk through logistics and your vision.	\$50/hour
RSVP management	After you send out your invitations, I'll take over managing your RSVPs and provide you with weekly (or more often if needed) reports on who we've heard back from.	\$350
Hotel room block coordination	Assistance sourcing and booking a hotel room block for your wedding guests.	\$300
Pre/Post wedding event coordination	Assistance planning and/or coordinating wedding-related events.	\$500+

Leo Moon Events

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Elements

Add-on and À la Carte Services

About

Elements are optional add-on and à la carte services. Perfect for couples looking for additional or specific wedding planning services.

Add-on Elements can be added to any package.

À la Carte Elements can be added to any package or purchased on their own.

À la Carte

Wedding design	Let us help design all aspects of your wedding. Includes: 1 hour design consultation, custom mood board, tablescape design, coordinate décor and furniture rental, space planning and diagrams.	\$750 (add-on) \$1,000 (à la carte)
Rehearsal dinner planning	One hour rehearsal with your planner and wedding party.	\$500+
Additional consulting hours	Additional 1-hour consultations for clients with or without booked packages.	\$50/hour
Wedding favor management & coordination	I'll make your wedding favor dreams come to life and you won't have to touch a thing! Complete management and coordination of your favors from start to finish.	\$300+ (not incl. materials)
DIY/Hands-on projects	We will help create any décor, gifts, etc. you need, just ask! <ul style="list-style-type: none">• Sourcing/creating/assembling wedding party gifts• Sourcing/creating/managing invitations (add onto our RSVP management!)• Custom signs	\$30/hour (not incl. materials)

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