



WEDDINGS & EVENTS

CONGRATULATIONS...YOU'RE ENGAGED!

Every bride, even the most organized, deserves an amazing experience. ShaFox will guide you through the logistics involved in orchestrating an exquisite wedding. Relax and rest-assured that our experienced event professionals will transform those lust-worthy pins and elaborate design concepts into an inspired and precisely planned event you will always cherish. Let's get started! Call: 502.749.2445

FULL SERVICE PLANNING

All services listed in Month-of-Coordination, plus:

Create Budget and Manage Expenses	Site Selection and Contract Negotiation	Custom Stationery/Invitations and Welcome Booklets with Itinerary, Activities and Local Information for Guests
Theme Development and Design Concept	Vendor Referrals & Appointment Schedules	Monthly Forecast and Management of Checklists
Advice & Guidance on Surrounding Events and Celebrations including Rehearsal Dinner, Hospitality Suite, Farewell Brunch, Showers and Parties	Detailed Food & Beverage Plan	Guest Accommodations
	Event Logistics/Venue Review	On-Going Etiquette Advice
	Develop and Manage Production Schedule	

MONTH-OF-COORDINATION

Starts at \$3000 and includes two coordinators

Event Execution Plan and Comprehensive Meeting One Month Prior to Wedding	Detailed Event Timelines for Wedding Party & Family	Event Set-Up/Teardown
Vendor Follow-up, Confirmations and Final Payments & Gratuities	Procession, Recession and Ceremony Music	Collect Personal Items and Return to the Couple
On-Site Coordination (Rehearsal and Wedding Day)	Custom Stationery Design including Menu Cards, Programs, Escort/Place Cards & Welcome Booklets	Transportation
		Wedding Errands (Welcome Bags, Rentals, Linens and More!)

DAY-OF-COORDINATION

\$2000

Lead Coordinator and a Logistics Assistant	Detailed Event Timelines for Wedding Party & Family	Rehearsal Orchestration
Initial Planning Meeting (2 hour session)	Venue Walkthrough	Collect Personal Items and Return to the Couple
Complete Planning Checklist	Venue Coordination	Event Set-Up/Teardown

CONSULTATION

(\$100/hour, 3-hour minimum)

This valuable service can be added in conjunction with Month-Of-Coordination. The bride will contract, negotiate, and plan all the details for her wedding. Adding this service simply jump-starts the planning process with budget creation, vendor referrals and a monthly checklist providing you a solid foundation to confidently begin your wedding journey.

EXPERIENCE. *elegance*. ENJOYMENT.