

Package One

\$1995

Includes Up to 8 Hours of Prep Time
8 Onsite Hours at your Wedding
2 Meetings (Virtually or In Person)
1/2 Hour Ceremony Rehearsal

Vendors

Connect with your vendors
Cue Music for all your special moments
Email your personalized timeline to your vendors
Review vendors' contracts for overlooked details

Your One-On-One Experience

Initial consultation and questionnaire to connect
Certified Wedding & Event Coordinators by your side
Your go-to person for any, and all questions
Communications via email in a timely fashion
Your personalized problem solver for any issues
Two meetings (virtually or in person)

Itinerary and Coordination

Personalized timeline that suits your Wedding
Ensure your timeline is followed on your big day
Attend and run your rehearsal (1/2 Hour included)
8 Onsite coordination hours for your Ceremony & Reception
Direct your guests to their seats for the Ceremony
Personalized contact list provided

Design and Décor

Full understanding of your vision: style, colour, vibe, etc.
Ensure your venue is ready for your arrival and your guests
Décor & Rental list included for you to personalize
Assist with basic floorplan
Certified Event Designer by your side

Add-Ons:

Additional Prep Hours or Meetings - \$100/hour
Additional Onsite Hours - \$150/hour
Site Visit - \$100 (fuel charge not included)
Additional Staff Required - Starting at \$50/hour
Tabletop Set Up \$150/hour
Clean Up Hours \$200/hour

Package Two

\$2625

Includes Up to 10 Hours of Prep Time
10 Onsite Hours at your Wedding
4 Meetings (Virtually or In Person)
1/2 Hour Ceremony Rehearsal

Vendors

Communication with your vendors
Organize your vendors arrival times & deliveries
Day of contact for all vendors
Recommend vendors upon request
Cue Music for all your special moments
Email your personalized timeline to your vendors
Review & assist with vendors' contracts for overlooked details

Your One-On-One Experience

Initial consultation and questionnaire to connect
Certified Wedding & Event Coordinators by your side
Your go-to person for any, and all questions
Communications via email in a timely fashion
Your peace maker, mediator, and problem solver for any issues
Know your Wedding in full detail
Four meetings (virtually or in person)

Itinerary and Coordination

Personalized timeline that suits your Wedding
Ensure your timeline is followed on your big day
Attend and run your rehearsal (1/2 Hour included)
10 Onsite coordination hours for your Ceremony & Reception
Direct your guests to their seats for the Ceremony
Personalized contact list provided
Move personal items and gifts to a predetermined spot

Design and Décor

Décor & Rental list included to create and review with you
Full understanding of your vision: style, colour, vibe, etc.
Ensure your venue is ready for your arrival and your guests
Relocated tabletop/small décor to Reception
Assist with basic floorplan
Certified Event Designer by your side

Package Three

\$3895

Includes Up to 14 Hours of Prep Time
12 Onsite Hours at your Wedding
5 Meetings (Virtually or In Person)
1 Accompanied Site Visit
1/2 Hour Ceremony Rehearsal
3 Hours for Take Down the Following Day

Vendors

Communication with your vendors
Recommend vendors upon request
Organize your vendors arrival times & deliveries
Week of contact for all vendors
Distribute your payments to your vendors
(We do not take financial responsibility to pay your vendors, we only distribute your payments)
Cue Music for all your special moments
Email your personalized timeline to your vendors
Review & assist with vendors' contracts for overlooked details
Remind you of all due dates, deadlines, and payment dates

Your One-On-One Experience

Initial consultation and questionnaire to connect
Certified Wedding & Event Coordinators by your side
Recommend venues upon request
Help to make and maintain your budget
Remind you of obligations and budget constraint
Your go-to person for any, and all questions
Your vendors and guests' day of contact
Unlimited communications via email in a timely fashion
Your peace maker, mediator, and problem solver for any issues
Know your Wedding in full detail
Accompanied visit to your booked venue (fuel charge not included)
Five meetings (virtually or in person)

Itinerary and Coordination

Personalized timeline that suits your Wedding
Ensure your timeline is followed on your big day
Attend and run your rehearsal (1/2 Hour included)
12 Onsite coordination hours for your Ceremony & Reception
Direct your guests throughout the wedding day
Ensure the Wedding Party is dressed and ready
Confirm the Rings & Vows are present
Watch for overconsumption
Personalized contact list provided
Move personal items and gifts to a predetermined spot

Design and Décor

Décor & Rental list included to create and review with you
Full understanding of your vision: style, colour, vibe, etc.
Recommend rental companies to suit your wedding
Place final touch tabletop details upon request
Assistance with the Wedding Party's outfits and floral placements
Assist and design floorplan for Reception
Certified Event Designer by your side
Ensure your venue is ready for your arrival and your guests
Assist with décor clean up the following day

Shaping Memories Event Packages

Contact us today to start creating your dream!

shapingmemoriesevents@gmail.com

Terms & Conditions: If your event is located outside of Nanaimo/Ladysmith Region, it is subject to a fuel, accommodation, and/or travel fee. Furniture or large item relocation is not included and will require an additional staff member and fee. Draping and design is an additional fee (currently not included). All events will have a minimum of one lead coordinator and an assistant.

