



PRIDE IN PLANNING LLC
WE TAKE PRIDE IN PLANNING YOUR EVENT

WEDDING SERVICES

2024



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ABOUT US



Sydney Biggs Photography

Pride In Planning LLC is a full-service event planning and management company. We have more than 15 years of experience producing high-caliber events of every type and scale from start to finish. It is our goal to plan your event with pride so that you can focus on being proud of the accomplishment, milestone, or celebration of your event. Our passion is managing the behind-the-scenes details so our clients don't have to worry about them. Our objective is to delight you, our valued customer, by helping you host events that exceed your personal or business requirements and expectations.



Class & Style Productions

Along with attention to detail, we apply the PRIDE method of event planning to capture the vision of our clients. We offer our clients and their guests a highly *P*ersonalized experience, *R*adiant service, *I*nnovative solutions, *D*istinctive occasion, and an *E*xtraordinary celebration.



United Photography



Sydney Biggs Photography



OUR WEDDING SERVICES

Our wedding planners are professionals experienced not only in the wedding industry but also in how to best coordinate all vendors and logistics. We have multiple levels of service, depending on your needs and budget. Each varies in the degree to which your planner is involved in the planning process and various details, but all levels are designed to help create the synergy needed to make sure your day runs smoothly.

Our wedding planners are also experts in designing every detail of your wedding according to your vision and expectations. They will create a beautiful and flawless presentation that you and your guests will never forget. Services range from one-on-one hourly consultations to full-service wedding production.

We tailor all packages to suit the specific needs of each couple. Contact us to arrange a complimentary consultation to discuss the details of your wedding and we will create a customized package, especially for you.

All pricing is subject to change.



Kerry Renee Photography



4
Chelsea Felty Photography



All-Inclusive Wedding Packages

Planning, Design, & Decor

Our all-inclusive wedding planning packages are designed to take care of all your needs from logistics to esthetics. These services are catered to couples who are looking for a professional to handle all aspects of their wedding day so they enjoy every minute of their wedding experience!

save the date
ENOCH & LESA
SEPTEMBER 3, 2022 | LORTON, VA



THE PLATINUM

Full Service Planning, Design, & Decor



On The Wedding Day

- Bride and Groom "Good Morning" Check-in Call
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Access to Emergency Wedding Day Kit
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Grand Entrance Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)
- Access to Emergency Wedding Day Kit
- Grand Departure Coordination
- Delivery of Gifts and Personal Items to Designated Area for Pick-up


What We Do For You:

Planning:

- Complimentary 1 Hour Consultation to Discuss Plans, Design, and Budget
- Budget Template
- Personalized Vendor List After First Meeting
- Month-by-Month Timeline Designed to Assist You at the Start of Your Planning
- Negotiation of Vendors
- Deadline Management
- Wedding Planning Organization Templates
- Unlimited Meetings with Couples
- Unlimited Communication via Email and Phone
- Review Vendor Deposits & Payments Due
- Transportation Coordination
- Guest Gift Basket Coordination & Delivery with the Wedding Agenda
- Coordination of Bridal Party Lunch on Day Of
- Room Block Coordination
- Marriage License Information
- Venue Liaison & Review Banquet Event Orders
- Relay Final Headcount
- Final Venue Walkthrough at Wedding Venue
- Creation and Finalization of Wedding Day Timeline
- Review of All Vendor Contracts and Confirmation of Final Payments
- Final Floorplan Layout Creation and Review
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to All Vendors
- 2 Hour Ceremony Rehearsal Coordination
- PNP Planner Plus 1 Assistant for up to 150 Guests
- 8 hours on Wedding Day for coordination (additional hours available for fee)
- Complimentary Wedding Gifts
 - Wedding book alternative: as a gift you can use this alternative wedding guest book to hang on your wall after your event
 - 4-piece wedding toasting flutes and cake server set

Design & Decor:

- Wedding Day Design Board with 2 Revisions
- Full Access to PNP Decor Rental Inventory
- Researching and Sourcing Rental Items
- Seating Chart and Floor Plan Design
- Design and setup of 10 guest tables and 1 sweetheart table
- Additional set-up time may be needed for a fee

Starting at:
 **\$11,500**

pricing is subject to change

What We Do For You:



THE EMERALD

Partial Planning, Design, & Decor

This package is perfect for couples who need assistance during the last few months of their wedding planning. After your initial consultation, 4 months prior to your wedding, one of our planners will complete any unfinished wedding plans so you can relax!

On The Wedding Day

- Bride and Groom "Good Morning" Check-in Call
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Access to Emergency Wedding Day Kit
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Grand Entrance Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)
- Access to Emergency Wedding Day Kit
- Grand Departure Coordination
- Delivery of Gifts and Personal Items to Designated Area for Pick-up

Planning:


- Complimentary 1 Hour Consultation to Discuss Plans, Design, and Budget Upon Booking
- Services Begin 4 Months Prior to the Wedding Date
- Full access to Aisle Planner upon booking
- Final Venue Walkthrough at Wedding Venue
- Creation and Finalization of Wedding Day Timeline
- Review of All Vendor Contracts and Confirmation of Final Payments
- Final Floorplan Layout Creation and Review
- Contact and Confirm All Hired Vendors
- Distribute Wedding Agendas to All Vendors
- Unlimited Communication Via Email or Phone
- Ceremony Rehearsal Coordination up to 2 hours
- PNP Planner Plus 1 Assistant for up to 150 Guests
- 8 hours on Wedding Day with PNP Planners (additional *hours available for fee*)
- Choice of One Complimentary Wedding Gift
 - Wedding book alternative: as a gift you can use this alternative wedding guest book to hang on your wall after your event **OR**
 - 4-piece wedding toasting flutes and cake server set

Design & Decor:

- Wedding Day Design Board with Revisions
- Researching and Sourcing Rental Items - some decor exclusions apply
- Access to PNP Inventory - limitations may apply
- Seating Chart and Floor Plan Design
- Design and setup of 10 guest tables and 1 sweetheart table
- Additional set-up time may be needed for a fee



Starting at:

 \$6,000

pricing is subject to change



Planning Packages



THE DIAMOND

Full Service Planning

Full-service planning is our most popular wedding planning service. This service is catered to busy couples who want their ideal wedding but may not have the time to plan and execute their vision. You decide how involved you want to be in the planning and enjoy every minute of your wedding experience!


On The Wedding Day

- Bride and Groom "Good Morning" Check-in Call
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Access to Emergency Wedding Day Kit
- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Grand Entrance Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)
- Access to Emergency Wedding Day Kit
- Grand Departure Coordination
- Delivery of Gifts and Personal Items to Designated Area for Pick-up

What We Do For You:

- Complimentary 1 Hour Consultation to Discuss Plans, Design, and Budget
- Budget Template
- Personalized Vendor List After First Meeting
- Month by Month Timeline Designed to Assist You at the Start of Your Planning
- Wedding Day Design Board with Revisions
- Researching and Sourcing Rental Items
- Negotiation of Vendors
- Deadline Management
- Wedding Planning Organization Templates
- Unlimited Meetings with Couple
- Unlimited Communication via Email and Phone
- Review Vendor Deposits & Payments Due
- Transportation Coordination
- Guest Gift Basket Coordination & Delivery with Wedding Agenda
- Coordination of Bridal Party Lunch on Day Of
- Room Block Coordination
- Marriage License Information
- Seating Chart and Floor Plan Design
- Venue Liaison & Review Banquet Event Orders
- Relay Final Headcount
- Final Venue Walkthrough at Wedding Venue
- Creation and Finalization of Wedding Day Timeline
- Review of All Vendor Contracts and Confirmation of Final Payments
- Final Floorplan Layout Creation and Review
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to All Vendors
- 2 Hour Ceremony Rehearsal Coordination
- PNP Planner Plus 1 Assistant for up to 150 Guest
- 8 hours on Wedding Day (additional hours available for fee)
- Complimentary Wedding Gifts
 - Wedding book alternative: as a gift you can use this alternative wedding guest book to hang on your wall or display on a shelf after your event
 - 4-piece wedding toasting flutes and cake server set

Starting at:

 \$9,000

pricing is subject to change



THE OPAL

Partial Planning

Our partial planning is designed for couples who feel comfortable at the start of the planning process but need a professional to finish the job. We will step in four months prior to your wedding to help finish the planning and create the wedding of your dreams!

An Endless Pursuit

On The Wedding Day

- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Access to Emergency Wedding Day Kit
- Grand Entrance Coordination
- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Access to Emergency Wedding Day Kit
- Grand Departure Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)

What We Do For You:

- Complimentary 1 Hour Consultation to Discuss Plans and Budget Upon Booking
- Services Begin 4 Months Prior to the Wedding Date
- Full access to Aisle Planner upon booking
- Wedding Day Design Guidance in Areas You Still Have Left to Complete
- Final Venue Walkthrough at Ceremony and Reception venue
- Creation and Finalization of Timeline of Scheduled Wedding Events
- Review of All Vendor Contracts and Confirmation of Final Payments
- Final Call to Vendors to Final Vendor Coordination
- Unlimited Communication Via Email or Phone
- Final Floorplan Layout Creation and Review
- Ceremony Rehearsal Coordination up to 2 hours
- PNP Planner Plus 1 Assistant for up to 150 Guests
- 8 hours on Wedding Day with PNP Planners (additional hours available for fee)
- Choice of One Complimentary Wedding Gift
 - Wedding book alternative: as a gift you can use this alternative wedding guest book to hang on your wall or display on a shelf after your event **OR**
 - 4-piece wedding toasting flutes and cake server set



Starting at:
\$4,000

pricing is subject to change



Coordination Packages

Our Coordination services are designed for couples who have control over the planning process. They have completed all their wedding plans and want a professional to execute these plans on their wedding day. We tie any loose ends so you will be at ease!



THE RUBY

Month Of Coordination

- Services Begin 30 Days Prior to Wedding Date
- Complimentary 1 Hour Consultation to Wrap Up Details
- Personal Vendor List According to Your Needs After First Meeting
- Wedding Day Design Guidance
- Final Walkthrough Three Weeks Prior to Your Wedding
- Wedding Planning Organization Templates
- Review of All Vendor Contracts and Confirmation of Payments
- Creation and Finalization Timeline of Scheduled Wedding Events
- Final Floorplan and Layout Creation and Review
- Final Vendor Coordination the Week of the Wedding to Vendor List and Services
- 1 Hour Ceremony Rehearsal
- PNP Coordinator Plus 1 Assistant for up to 150 Guests
- 8 hours on Wedding Day with PNP Coordinator (additional hours available for fee)

Starting at:
 **\$1,850**
pricing is subject to change



THE PEARL

Day Of Coordination

- Services Begin 14 Days Prior to Wedding Date
- Complimentary 1 Hour Consultation to Wrap Up Details
- Personal Vendor List According to Your Needs After the First Meeting
- Wedding Day Design Guidance
- Final Walkthrough Three Weeks Prior to Your Wedding
- Wedding Planning Organization Templates
- Review of All Vendor Contracts and Confirmation of Payments
- Creation and Finalization Timeline of Scheduled Wedding Events
- Final Floorplan and Layout Creation and Review
- Final Vendor Coordination the Week of the Wedding to Vendor List and Services
- 1 Hour Ceremony Rehearsal
- PNP Coordinator Plus 1 Assistant for up to 150 Guests
- 8 hours on Wedding Day with PNP Coordinator (additional hours available for fee)

Starting at:
 **\$1,350**
pricing is subject to change

On The Wedding Day

- Location Set-Up & Coordination of Vendors
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Access to Emergency Wedding Day Kit
- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Grand Entrance Coordination
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Access to Emergency Wedding Day Kit
- Grand Departure Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)

What We Do For You:

- Initial meeting with the couple to gather information
- Unlimited emails, scheduled calls, and meetings with the couple
- Budget management
- Month by month timeline designed to assist you from conception to completion
- Full design board and theme and sourcing and design of all décor/rentals
- All vendor communication and logistics planning; coordination of contracts and payments
- Guide you toward the ideal destination and resort option
- Manage guest reservations including their resort stay, airfare, and group excursions
- Act as a liaison with the destination wedding team to fulfill your vision needs
- Provide guidance based on knowledge and local research on laws, permits needed, marriage license requirements, etc.
- Create contingency plans for rain and other unforeseen circumstances
- Development of a detailed wedding timeline and floor plan for contracted vendors and bridal party
- Guest Coordination – RSVP management; pre and day of coordination of all guest registration requirements; secure group rates
- Onsite arrival minimum of 2 days in advance at destination location to meet with resort planning team and finalize wedding day details



DESTINATION PLANNING

Our expert planners can assist you in planning a flawless destination wedding you and your guests will never forget!

Chelsea Felty Photography

On The Wedding Day

- Supervise set up of the ceremony and reception area
- Assist musicians/band with the timing of ceremony music and other cues
- Coordination of events at reception (intros, toasts, cake cutting)
- Oversee all vendor commitments and ensure they are fulfilled to your standards; Distribute final payments and gratuities
- Extensive emergency kit for the wedding party
- Coordinate the collection of gifts and all items belonging to you at the end of the night for delivery to appropriate parties
- Access to Aisle Planner for another 30 days post-last wedding event

\$3,250

pricing is subject to change





A LA CARTE SERVICES

We are so much more than just a planner and coordinator.
Let us help you create the most perfect day. Add any of our additional services to your package!

Chelsea Felty Photography

Design Services

Our design services will ensure that your event is stunning and flawless. Your PNP planner will work with you one on one to create your personalized design for your dream wedding!

Includes:

- Full Design Board with two revisions
- Researching and vendor sourcing all rental and decor items
- Creation of custom items if needed
- A minimum of 3 hours

**Rentals & materials not included*

Starting at:
\$100/hour

Decor Rental Services

We offer a wide variety of decor and equipment available for rent for your wedding day. Please see our [Decor Rental Brochure](#) for more details.

Pricing varies based upon decor selections

Decorating Services

Have one of our expert planners help bring your vision to life with our decorating services.

What We Do For You:

- Initial meeting with the couple to gather information
- Unlimited emails, scheduled calls, and meetings with the couple
- Complete understanding of design vision and event ambiance
- Creation of custom decorations
- Access to PNP Rental Inventory for decor conception - *rentals are priced per item*
- A minimum of 3 hours

Custom Pricing:

- Balloon installations
- Draping

**all rentals subject to a 20% service charge and 6% sales tax*

\$100/hour
+ Rental Items

Travel & Accommodations

Let us assist with your honeymoon! We work directly with Sandals Destination All-Inclusive Resorts to create a honeymoon you will never forget!

Starting at:
\$550