



PRIDE IN PLANNING
WE TAKE PRIDE IN PLANNING YOUR EVENT



Who We Are

Pride In Planning LLC is a full-service event planning and management company with more than 10 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. 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.



Our Services

PNP is proud to offer the best in wedding and event planning services from certified and experienced planners. From the most intimate wedding ceremony to corporate conferences and executive business retreats we can help you create your dream wedding or extravagant conference experience!

Weddings

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

Want to go all out with the latest in wedding design? Our wedding planners are also experts in designing every detail of your wedding, according to your vision and expectations, for 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.





Full-Service Planning

Customized Rates

Full-service planning is our all-inclusive and 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 while keeping their day job. Our planners will be available to you on an ongoing basis. You decide how involved you want to be in the planning. With our professional guidance, you'll be informed of deadlines and enjoy every minute of your wedding experience.

- Complimentary One Hour Consultation to Discuss Design and Budget
- Budget Template
- Personal Vendor Referral List According to Your Needs After First Meeting
- Month by Month Timeline Designed to Assist You at the Start of Your Planning
- Wedding Day Design Guidance
- Negotiation of Vendors
- Wedding Planning Organization Templates to Assist You
- Unlimited Meetings with Couple
- Unlimited Communication via Email and Phone
- Event Coordinators on Your Wedding Day
- 8 hours on Wedding Day with PnP Coordinators (additional hours available for fee)
- Review Vendor Deposits & Payments Due
- Transportation Coordination
- Guest Gift Basket Coordination & Delivery with Wedding Agenda
- Coordination of Bridal Party Lunch on Wedding Day
- Room Block Coordination
- Marriage License Information
- Seating Chart and Floor Plan Design
- Venue Liaison & Review Banquet Event Orders
- Relay Final Head Count
- Site Inspections at Ceremony and Reception venue
- Personalized Timeline of Scheduled Wedding Events
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Ceremony Rehearsal Coordination up to Two hours

CEREMONY

- 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)
- Emergency Wedding Day Kit (if needed)

RECEPTION

- Location Set-Up & Coordination of Vendors
- Guest Coordination and Assistance
- Grand Entrance/ Departure Coordination
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)
- Emergency Wedding Day Kit (if needed)
- Delivery of Gifts and Personal Items to Designated Area for Pick-up



Partial Planning

Customized Rates

Our partial planning is designed for couples who need assistance during the last few months of their wedding planning. You have started the initial process of securing your perfect ceremony and reception location and a few wedding professionals, however, life gets too busy for you to continue. We can help you complete the event design that compliments your vision and budget. After your initial consultation, two months prior to your wedding, one of our consultants will complete any unfinished wedding plans. On your wedding day, we'll be your direct line of communication for family, the wedding party, guests and vendors. We'll conduct the ceremony and reception according to your specifications so your day is flawless. Your PnP Coordinator(s) will guide your vendors through set up according to your timeline.

- Complimentary One Hour Consultation to Discuss Design and Budget
- Wedding Day Design Guidance in Areas You Still Have Left to Complete
- Services Begin Eight Weeks Prior to Wedding Date
- PnP Event Coordinator and One Assistant on Your Wedding Day
- Site Inspection at Ceremony and Reception venue
- Personalized Timeline of Scheduled Wedding Events
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Unlimited Communication Via Email or Phone
- Ceremony Rehearsal Coordination up to Two hours

CEREMONY

- Location Set-Up & Coordination of Vendors
- Up to 8 Hours of Wedding Day Coordination (additional hours available for fee)
- Guest Coordination and Assistance
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)



RECEPTION

- Grand Entrance/ Departure Coordination
- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)
- Emergency Wedding Day Kit (if needed)



Wedding Day Of Event Coordination

STARTING AT \$650

The Day Of Wedding Coordination service is designed for the couple who have control over the planning process and completed all their wedding plans and want a professional to execute these plans on their wedding day. Our day of wedding planning service begins one month out. We tie any loose ends so you will be at ease. We will conduct the ceremony and reception according to your plans and specifications so that your special day is perfect. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.

- Complimentary One Hour Consultation to Wrap Up Details
- Personal Vendor Referral List According to Your Needs After First Meeting
- Wedding Day Design Guidance
- Services Begin One Month Prior to Wedding Date
- PnP Event Coordinator and One Assistant on Your Wedding Day
- Site Inspection Three Weeks Prior to Your Wedding
- Wedding Planning Organization Templates to Assist You
- Timeline of Scheduled Wedding Events
- Final Calls the Week of Wedding to Vendor List and Services
- One Hour Ceremony Rehearsal



CEREMONY

- Location Set-Up & Coordination of Vendors
- Up to 8 Hours of Wedding Day Coordination (additional hours available for fee)
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Emergency Wedding Day Kit (if needed)

RECEPTION

- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Post Reception Clean-up (secure personal items, facilitate transportation, etc)

Corporate and Social Events



CORPORATE EVENTS

PnP will manage the end-to-end logistics for your event so you can focus on larger business strategies. Our approach is to strategically develop and execute a buzz-worthy event that will be immersive and impactful, that aligns with your mission and brand message, and provides measurable results. Our creative expertise allows us to think outside of the boardroom and produce extraordinary experiences.

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- Corporate Retreats
 - Teambuilding Events
 - Business Meetings
 - Single or Multi-Day Conferences
 - Holiday Socials
 - Community Events
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SOCIAL EVENTS

Birthdays, anniversaries, retirements, engagements — whatever the special day, the staff at PnP would love to help make your special occasion memorable.

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| • Adult Birthdays | • Housewarming |
| • Sweet Sixteens | • Baby Showers |
| • Quinceaneras | • Bridal Showers |
| • Kid Parties | • Bachelor/
Bachelorette Parties |
| • Anniversaries | • Ladies Night |
| • Engagements | • Celebrations of Life |
| • Retirement | • Graduations |
| • Ceremonies/Parties | • Holiday Parties |
| • Promotion | • Family Reunions |
| • Ceremonies/Parties | |
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Additional Services

NOTARY PUBLIC

EQUIPMENT AND DÉCOR RENTALS

- Table Linens
- Napkins
- Chair Covers
- Chair Sashes
- Fairy Lights
- Tea Lights
- Artificial Flowers
- Glassware/Vases
- Pipe and Drape
- Balloon Arches
- Chaffing Dishes
- Chargers
- Cake Cutting Set
- Table Numbers

