

WILD ROSE EVENTS & CO.

# Services & Pricing Guide



[wildroseeventco@gmail.com](mailto:wildroseeventco@gmail.com)



# Hello there!

Wild Rose Events & Co. specializes in all things party! From elegant weddings, whimsical children's birthday parties, to corporate events – we've got you covered with your vision in mind! It's our passion! We hold the highest level of poise, professionalism, and attention to detail.

We will create, manage and execute your most memorable event. We cater to each of our clients needs and only accept a select number of clients to ensure our team is fully focused on your event from first consultation to the day of celebration. At Wild Rose Events & Co., we are the best at what we do and you can rest easy knowing that you have an extremely dedicated team taking care of every aspect of your special event.

*Haylee Ungaro*

Owner, Event Planner | Coordinator



# About Me

My name is Haylee and I am the owner and creator of Wild Rose Events & Co, along with my husband, Chris! I got started in event planning after I planned our entire wedding myself in 2018. Since then, I have been working closely with clients to turn their ideas into reality! After weeks and months of planning, seeing it all come together for a celebration is unbelievably rewarding!

Born and raised in Texas, I have always had a passion for hospitality and working with others. I have always taken such pride in myself with my extreme organization skills, attention to detail and budgeting which is why event planning and I are the perfect match!



"What greater thing is there for two human souls than to feel that they are joined for life to strengthen each other in all labor, to rest on each other in all sorrow, to minister to each other in all pain, to be one with each other in silent, unspeakable memories at the moment of the last parting."

– George Eliot

# Why Work with Me

Wild Rose Events & Co. is a business built from many years of event planning, budgeting and coordinating. We strive to make every client's vision a reality. Every Client that contacts us is as unique as their vision for their event. Our mission is to provide every client with a one-of-a-kind experience and create a beautiful memory that they will never forget!

As your Event Planner and/or Coordinator, you will have someone whom you can truly trust for guidance, advice, and overall care for your event. We treat each event as if it were our own, leaving no little detail overlooked.





# How It Works

## 01 CONSULTATION

Schedule a FREE consultation. We will go over your needs, wants & find the best planning service for you.

## 02 SIGN THE CONTRACT

Once the couple has decided on a planning service package, we will send over a General Contract Agreement.

## 03 PAY YOUR DEPOSIT

All services require a 50% deposit to reserve the wedding date.

## 04 START PLANNING!

Depending on the package the couple has selected, our team begins working right away! Researching venues, vendors, booking & management.



### COMMUNICATION

#### CONTACT DETAILS

(832) 997 - 6629  
wildroseeventco@gmail.com

#### OFFICE HOURS

Always available 24/7!

#### WEBSITE

wildrosepremier.com

#### SOCIAL MEDIA

@wildroseeventco





# Full Service Planning Package

The ultimate package for couples who want a full-time wedding professional who will provide assistance and logistical guidance from beginning to end! This package offers concierge level service down to the smallest detail. Our team will create and oversee every aspect of your wedding day. The perfect package for the most stress free and enjoyable day of your life!

## WHAT YOU'LL GET:

- ✓ White glove, concierge level service
- ✓ Impeccable attention to detail and organization
- ✓ Stress free events knowing you have the best team working for you

**YOUR INVESTMENT**  
**\$2,700**

# Pre-Wedding



- Unlimited meetings & coordination time. Available 24/7.
- Timeline preparation & Wedding planning checklist
- Building & management of budget & vendor payment schedules
- Assistance with seating chart
- Ceremony & reception search & booking
- Vendor recommendations, negotiations & management
- Creation & production of design scheme with wedding couples vision in mind
- Assistance ordering Save The Dates, Invitations & all printed materials
- Tracking of guest RSVPs
- Coordinating logistics onsite
- Assistance purchasing wedding favors & accessories
- Coordinating accommodations, transportation, child & pet care
- Assistance with Marriage License
- Wedding etiquette information
- Attendance at vendor meetings
- Coordination of cake tasting and wedding menu samples
- Confirming all details with vendors prior to wedding



## Wedding Day

- Unlimited time on-site with your coordinator & assistant
- Directing of Ceremony Rehearsal & Processional
- Coordinating & assisting with setup of ceremony & reception
- Setup of wedding accessories, favors, place cards, etc.
- Pinning of boutonnieres & ensuring all VIPs receive flowers
- Point of contact for vendors
- Assisting wedding party, family, & guests as needed
- Distributing final payment & gratuity to vendors
- Providing a stocked emergency kit



## Post Wedding

- Ensuring cleanup & takedown
- Packing & organizing wedding cards & gifts into appropriate vehicle



# All-Inclusive Planning Package



Includes everything listed in the *Full Service Wedding Package*, as well as all labor-intensive tasks.

**YOUR INVESTMENT**  
**\$3,500**

## WHAT YOU'LL GET:

- ✓ Assembly & mail-out of Save The Dates & Invitations
- ✓ Creation & management of wedding website
- ✓ Creating & delivering wedding party proposals & guest welcome bags
- ✓ Coordination of Rehearsal Dinner & Post Wedding Brunch
- ✓ Coordinate Grand Exit
- ✓ Assisting Bride & Groom with honeymoon reservations & details



# Wedding Day Management Packages:

## Silver Package

### SILVER PACKAGE:

- ✓ 8 hours on-site with your lead coordinator
- ✓ 1 hour ceremony rehearsal
- ✓ scheduled Calls: 60 day, 30 day, 1 week

YOUR INVESTMENT

\$850

# Pre–Wedding

- Initial consultation to discuss planning process
- One in-person pre-wedding consultation (venue walk-through): up to 1 hour
- Unlimited coordination time and contact from day of booking
- Creation and execution of a detailed wedding day timeline
- Supplying any vendor recommendations
- Confirming all details with vendors prior to wedding day
- Facilitating Ceremony Rehearsal (1 hour day before event)
- Scheduled calls: 60 day, 30 day, 1 week
- Dedicated online wedding coordination & planning portal plus tools

# Wedding Day

- Up to 8 hours on-site with your lead coordinator
- Directing of Ceremony Processional
- Greeting of all vendors and direction
- Directing of event elements
- Point of contact for all vendors
- Pinning of boutonnieres & ensuring all VIPs receive flowers
- Assisting wedding party, family & guests as needed
- Distributing final payment & gratuity to vendors
- Providing a stocked emergency kit

NOTE: THIS PACKAGE DOES NOT INCLUDE SETUP OR TEARDOWN



# Wedding Day Management Packages:

## Gold Package

### GOLD PACKAGE:

- ✓ 10 hours on-site with your lead coordinator
- ✓ 1 hour ceremony rehearsal
- ✓ scheduled Calls: 90, 60 day, 30 day, 1 week
- ✓ Setup/Teardown

YOUR INVESTMENT

\$1000



# Pre–Wedding

- Initial consultation to discuss planning process
- One in-person pre-wedding consultation (venue walk-through): up to 1 hour
- Unlimited coordination time and contact from day of booking
- Creation and execution of a detailed wedding day timeline
- Supplying any vendor recommendations
- Confirming all details with vendors prior to wedding day
- Facilitating Ceremony Rehearsal (1 hour day before event)
- Scheduled calls: 90, 60 day, 30 day, 1 week
- Dedicated online wedding coordination & planning portal plus tools

# Wedding Day

- Up to 10 hours on-site with your lead coordinator
- Directing of Ceremony Processional
- Greeting of all vendors and direction
- Directing of event elements
- Point of contact for all vendors
- Pinning of boutonnieres & ensuring all VIPs receive flowers
- Assisting wedding party, family & guests as needed
- Distributing final payment & gratuity to vendors
- Providing a stocked emergency kit
- Setup/Teardown (within 10 hour timeframe)
- Event Styling



# Wedding Day Management Packages:

## Platinum Package

### GOLD PACKAGE:

- ✓ 12 hours on-site with your lead coordinator
- ✓ 2 hour ceremony rehearsal
- ✓ scheduled Calls: 120, 90, 60 day, 30 day, 1 week
- ✓ 1 Coordinator Assistant

YOUR INVESTMENT

\$1200

# Pre–Wedding

- Initial consultation to discuss planning process
- One in-person pre-wedding consultation (venue walk-through): up to 1 hour
- Unlimited coordination time and contact from day of booking
- Creation and execution of a detailed wedding day timeline
- Supplying any vendor recommendations
- Confirming all details with vendors prior to wedding day
- Facilitating Ceremony Rehearsal (2 hour day before event)
- Scheduled calls: 120 day, 90 day, 60 day, 30 day, 1 week
- Dedicated online wedding coordination & planning portal plus tools

# Wedding Day

- Up to 12 hours on-site with your lead coordinator
- 1 Assistant Coordinator
- Directing of Ceremony Processional
- Greeting of all vendors and direction
- Directing of event elements
- Point of contact for all vendors
- Pinning of boutonnieres & ensuring all VIPs receive flowers
- Assisting wedding party, family & guests as needed
- Distributing final payment & gratuity to vendors
- Providing a stocked emergency kit
- Setup/Teardown (within 12 hour timeframe)
- Event Styling

# Additional Services

## **Additional Hours**

Need more hours for your wedding day? Add on additional hours to any package!

\$125/hour

## **Officiant Services**

Now offering Officiant Services exclusive to WR clients only!

Starting at \$200

## **Event setup & teardown**

This service is included in all of our wedding packages. However, if you're needing someone just for setup and teardown, we can help!

\$300/hour

## **Destination Weddings**

We consider Destination Weddings anything outside of Texas. Please inquire for more information.

INQUIRE

## **Décor Closet**

Wild Rose Decor Package @ \$55/table -OR- inquire for a la carte options!

Starting at \$55/table



# Testimonials

Theresa T.

"Haylee is a beautiful and caring person with such a big heart. She did such an awesome job for my daughters birthday. I highly recommend her for your next event."

Gabrielle U.

"Thank you to our wedding Planner Haylee Ungaro for touring 6 venues with us and helping us decide on the venue last night! She is a huge asset and we are grateful to have her alongside us on this journey."

# FAQ's

## Do you require a deposit?

Yes, all services require 50% retainer to book the day and begin working. All deposits are non-refundable.

## When is the final payment due?

The remaining final payment will be due 30 days before the event date.

## How many weddings will you be working on throughout the process and day of?

We only select a certain number of clients each month to ensure our team is fully focused on your event from day of consultation to day of celebration!

## Do you charge extra for mileage or paperwork fee's?

Each package we offer includes travel up to 50 miles and all other fee's (not including tax). We will charge \$0.50/mile for each miles after 50 miles.

## Do we need to pay our vendors directly or do we pay you and you handle it?

All payments to other wedding vendors should be made directly from the wedding couple to vendor. We do not contract or pay vendors on behalf of the client.

# Let's Get Started!

We understand how it is when it comes to planning weddings and events (I mean, it's our job!) That's why we are here for YOU! Let us strip that stress away and let you enjoy your big day!

We can create custom packages, budgets and payments to fit your needs.

Give us a shout! We can't wait to work with you and create your special event!

At Wild Rose Events & Co., we are the best at what we do and you can rest easy knowing that you have an extremely dedicated team taking care of every aspect of your special event.

*Haylee Ungaro*



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