

eld

EVERY LITTLE DETAIL



ABOUT US

Every Little Detail is a wedding planning & design company located in Denver, Colorado that services brides throughout Colorado. At Every Little Detail, we love giving you exactly what you want, and our number one priority is doing what is in the best interest of our clients (creatively and financially). Just like every couple is unique, every wedding is unique. I will personally work with you to coordinate each and every little detail of your wedding with precision, class and professionalism and you can rest assure that no two of our weddings will ever look alike.

Here, we strive to provide you with the ultimate guidance and assistance, as we help you navigate through the all-important details, big and small. For weddings, it's essential to us that your wedding day reflects your love story and who you are both as individuals and in your new life together. We vow to make your wedding planning experience enjoyable and memorable. For parties, it's essential to us that your party reflects the meaning of the celebration. We take care of each and every detail, so you can relax and enjoy. We design and plan our events with personality and style. Our goal is to plan the best day of your life.

If you are anything like me, you love getting exactly what you want- especially at a fair price; and that is why we choose to specifically tailor each of our packages to fit your individual needs. We understand the stress that comes with planning an event (large or small) and can assure you that even the smallest of details will be coordinated to perfection while you sit back, relax and enjoy the reason you must celebrate.

We look forward to collaborating with you!





MEET COURTNEY

Hi there! My name is Courtney, and I am a Colorado native. My passion for wedding planning and coordinating grew over time as I have worked in the hospitality and service industry over the years.

From my first job until now, I have loved working in the service industry. I enjoy meeting and working with people with different backgrounds, needs and interests — it makes my job feel new and fun every day! My friends and family noticed my interest in planning events early on. In time, I decided it was time to get serious about my interest, and that's when I started Every Little Detail. I just knew that I wanted to build a career around helping couples feel excited, loved and, most notably, stress-free on their special day. So, I chose the career path of wedding/event planning and coordination.

In addition to being in love with weddings, I have always had an entrepreneurial spirit and dreamed about starting my own business. Turning my passion for wedding planning and coordination into a career may have started as a dream, but after working at a wedding venue in college, the spark ignited, and I decided it was time to make it all happen. This is how Every Little Detail came to be.

When I'm not at a wedding, I am spending time with my husband and our two dogs. I love to be outdoors in the summer hiking or skiing in the mountains in the winter. I also love shopping, watching football, baking all the yummy treats, working out (after eating all the yummy treats), drinking wine, and traveling around the world.



I hope I will have the opportunity to help make your wedding a memorable one by attending to Every Little Detail for you! Join me for a cup of coffee and let's get started discussing your event dreams, wishes, wants and must-haves!







WEDDING PACKAGES



DAY-OF COORDINATION

This wedding package is for the bride and groom who already have most of the wedding planning in place, but not perfectly pieced together. All that you need is some help putting everything in place and a helping hand on the day of your wedding for your ceremony and reception. We offer coordination services for the day of your wedding, so that you can relax and enjoy your special day.

PRE-WEDDING

- Package starts upon booking, but will start working with client up to 6 weeks in advance.
- Unlimited email and phone access.
- Access to our online planning portal, Aisle Planner.
- Initial consultation to start planning and designing your day.
- Two (2) in-person or virtual meetings to discuss all planning details.
- Access to our Preferred Vendor List.
- Review all venue & vendor contracts.
- Final venue walkthrough, in-person or virtually.
- Create detailed wedding day timeline.
- Create detailed floor plan.
- Confirm details and logistics with all vendors.

WEDDING REHEARSAL

- Coordinate ceremony rehearsal, up to 1 hour.
- Collect remaining balances for specific vendors.
- Collect wedding day decor items to bring to the venue.

WEDDING DAY

- Manage the flow and timing of the ceremony and reception.
- Act as a liaison between wedding party, family members, and vendors
- Distribute final payments/gratuities, as needed.
- Direct vendors on where to set up and make sure all commitments are fulfilled.
- Set-up of personal items (programs, menus, escort cards, favors, etc.).
- Line up and cue wedding party/musicians for ceremony.
- Line up and cue bride, groom, and wedding party for grand entrance into reception.
- Assist DJ in cueing important events (grand entrance, dances, cake cutting, bouquet toss, etc).
- Cue wedding couple for all important events.
- Ensure wedding day flows smoothly and all needs are met.
- Pack all personal wedding items and gifts and give to designated person.

Contact us for pricing!

**mileage + lodging fees may apply*



FULL SERVICE PLANNING

This package is for the bride and groom that need an event planner to walk with them through every step of the wedding planning process. Rest assured that you will be well taken care of.

Pre-Wedding

- Unlimited email and phone access.
- Up to ten (10) client/planner meetings.
- Up to five (5) Vendor Meetings for the planner to attend in the category of your choice.
- Access to our online planning portal. Aisle Planner.
- Initial consultation to start planning and designing your day.
- Access to our Preferred Vendor List.
- Monthly e-mail status updates.
- Event design, theme, decor assistance & concept development.
- Review contracts & confirm all wedding vendors.
- Guest accommodation recommendations and room block set-up.
- Create and manage budget (tracking of all payments & due dates).
- Act as liaison and manage communication between couple and all vendors throughout the planning process and on wedding day.
- Final venue walkthrough, in-person or virtually.
- Create detailed wedding day timeline.
- Create detailed floor plan.
- Confirm details and logistics with all vendors.
- Assistance with rehearsal dinner location, selection, and coordination.
- Research activities and special events for out of town guests.
- Help with invitation wording, assembly, and mailing.
- Tracking RSVPs.
- Assistance in scheduling alterations for dress fittings.

Wedding Rehearsal

- Coordinate ceremony rehearsal, up to 1 hour.
- Collect remaining balances for specific vendors.
- Collect wedding day decor items to bring to the venue.

Wedding Day

- Manage the flow and timing of the ceremony and reception.
- Act as a liaison between wedding party, family members, and vendors
- Distribute final payments/gratuities, as needed.
- Direct vendors on where to set up and make sure all commitments are fulfilled.
- Set-up of personal items (programs, menus, escort cards, favors, etc.).
- Line up and cue wedding party/musicians for ceremony.
- Line up and cue bride, groom, and wedding party for grand entrance into reception.
- Assist DJ in cueing important events (grand entrance, dances, cake cutting, bouquet toss, etc).
- Cue wedding couple for all important events.
- Ensure wedding day flows smoothly and all needs are met.
- Pack all personal wedding items and gifts and give to designated person.

Contact us for pricing!

**mileage + lodging fees may apply*



ADDITIONAL SERVICES

Need extra meetings? Need a few more hours on the wedding day? Not a problem! Our a la carte services allow you to add on additional services that you may need to make sure your wedding is perfect.

Wedding Planning Roadmap Consultation	\$150.00/hour
Assist with selection of wedding dress, grooms and bridal party attire	\$75.00/hour
Attend wedding dress appointments or fittings	\$75.00/hour
Attend vendor meetings	\$75.00/hour
Additional meetings	\$75.00/hour
Additional venue walk-throughs	\$100.00/walkthrough
Addressing and sending out wedding invitations	\$200.00
Arranging transportation for the wedding party and guests	\$75.00
Inspiration/theme board	\$50.00/theme board
Track RSVP's	\$100.00
Addressing and sending out thank-you cards	\$200.00
Gift bag assembly for out-of-town guests	Cost of supplies + \$75.00
Restroom baskets	Cost of supplies + \$20.00
Wedding night picnic basket	Cost of supplies + \$30.00
Hotel room decoration	Cost of supplies + \$50.00
Favor creation and assembly	\$150.00
Additional hours for rehearsal	\$75.00/hour
Additional hours for reception	\$150.00/hour
Additional hours pre-ceremony	\$100.00/hour

For all packages: additional charges may apply, depending on the size and complexity of the wedding, distance of the wedding (ex. mountain wedding), and if the ceremony and reception are at two different locations.





CONTACT US

Now that you've seen everything we have to offer, it's time we get in contact.

Here at Every Little Detail, we want to learn more about how you envision your wedding, so we can help create that for you. We want your wedding to be a dream come true, so we will do everything we can for the success of your special day. We will plan, coordinate, and design the perfect wedding for you.

Please let me know at your earliest convenience if you are interested in moving forward with booking Every Little Detail for your wedding day. If you'd like us to hold your date, just let us know and we can put a tentative hold on your date without a signed agreement or payment for up to one week. If we do not receive agreement and payment within one week of notification, we will have to release your date to someone else, if needed. Booking Every Little Detail requires a signed contract and a deposit.

We appreciate you taking the time to look over this information, and please let us know if you have any questions or concerns at all.

Owner: Courtney Johnson

Phone: (303) 587-7375

Email: Courtney@everylittledetailwedding.com

Website: www.everylittledetailwedding.com



THE PLANNING PROCESS





Let us guide you on your journey through this exciting experience. We customize our wedding planning process to each client depending on your needs, expectations, and budget.

1. WEDDING VISION

Every client will go through our onboarding process where we review my signature planning tools which keep us on track through our online portal. This includes a monthly to-do list, worksheets for budget and guest list, ceremony ideas, vendor lists, and a variety of additional wedding planning resources.

We will have a kickoff meeting to go over all the details – both big and small – that are in the works thus far. We will set your wedding day priorities and we will all walk away with to-do lists.

2. WEDDING DREAM TEAM

After our initial meeting, depending on where you are in the planning process, we will begin booking venues and vendors. I will provide a curated list of recommended vendors who are available on your wedding date and whose style complements the overall vision of your wedding, expectations, needs, and budget.

Depending on the package you select, either I will book and contract the vendors on your behalf, or you will source and book the vendors based on my recommendations. I act as the vendor liaison for all my clients so you are not tasked with answering daily emails and phone calls.



3. PLANNING DETAILS

Now that we've booked your vendors, it's time to focus on all the details. Focusing on the details entails many things, including but not limited to:

- Drafting a well-organized timeline and coaching vendors on its contents.
- Forming a contact list of vendors for ease of communication.
- Creating and distributing detailed floor plans.
- Keeping your venue and vendors updated on current guest, table, and rental counts.
- Organizing your list of songs and speeches for the band/DJ/emcee.
- Making sure there are solid back up plans in place!
- Formatting guests lists with information like meal choices, allergies, and seating details, and having copies on hand to assist in the seamless guest experience.
- Ensuring that you have everything you need ordered for your celebration such as extra flowers for your officiant, signs, menus, blankets, or favors.
- And much more!



eld
EVERY LITTLE DETAIL
WEDDING PLANNER

303-587-7375 | www.everylittledetailwedding.com | courtney@everylittledetailwedding.com

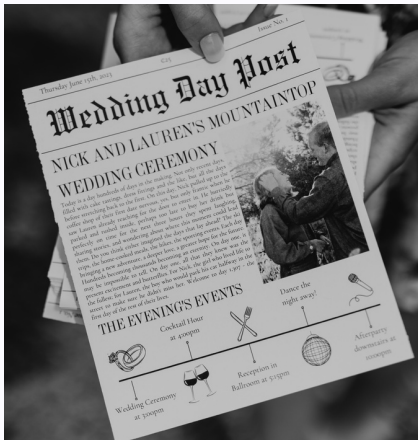
4. THE BIG DAY

Below is a broad overview of all of the details we take care of on wedding day. Listing everything that happens behind the scenes is impossible, so hopefully this gives you an idea of our detailed involvement!

On your wedding day, we are there from start to finish. We want to make sure that you can concentrate on enjoying the day and being present with your family and friends! Our job is to manage all details, setup, and logistics including keeping you apprised of the timeline so you never have to think about what's next or if everything is running on time. We are the first people at the venue – greeting vendors and assuring everything is set up according to our floor plans. We will personally direct everyone through the timeline and event locations during the day. We install client-provided décor at all physical sites including, but not limited to, ceremony, cocktail hour, and reception, and facilitate vendor set up in those sites as well. We line up the wedding party, bustle gowns if needed, and ensure that everyone who is speaking has a heads-up before toasts begin.

We make sure your parents or bridal party aren't in the bathroom when important things are happening and we keep the vendors updated throughout the evening regarding changes or adjustments in the timeline or anticipated events.

As the last part of the evening arrives, we'll take care of the breakdown and ensure that your belongings, gifts, and cards are safely placed at our predetermined location. We will also distribute any tips or final payments for you and make sure that the venue is left spotless. You don't have to worry about anything!



eld
EVERY LITTLE DETAIL
WEDDING PLANNER



AISLE PLANNER PLANNING PORTAL



AISLE PLANNER

Aisle Planner is an on-line suite of tools that provides seamless communication and streamlines the planning process with each other. The planning portal has everything needed to plan and manage all the details of your wedding: checklists, timelines, budget sheets, guest lists, seating charts, style guides, color palettes, vendor contact information and payment due dates – just to name a few. It's completely digital and mobile-friendly and because it's cloud-based you can access your wedding details from any device, any time.

When your services begin with Every Little Detail, we will send you a link to sign up for your Aisle Planner account to begin all the planning.

Aisle Planner is essential to our planning process and it is much loved by clients in the Every Little Detail family!

PREPARATION
You can customize and prepare each tool before releasing each to your client.

- Checklist ✓
- Timeline ✓
- Design Studio ✓
- Guests ✓
- Contacts ✓
- Budget ✓
- Notes Prep Mode

PLANNING PROGRESS

8%

GUESTS

- 2 Confirmed
- 0 Awaiting Response
- 0 Declined
- 0 Waitlist

Budget: \$75,000.00
Entered: \$0.00

INSPIRATION



What's Included:

- 12+ Month Detailed Checklist
- Calendar
- Timeline
- Design Studio
- Guest List
- Layout & Seating Chart
- Vendor Contacts Manager
- Payment Reminders
- Budget Management
- Website Creator
- And More!

eld
EVERY LITTLE DETAIL
WEDDING PLANNER





eld
EVERY LITTLE DETAIL

303-587-7375 | www.everylittledetailwedding.com | courtney@everylittledetailwedding.com