



# 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 assured 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 the Owner, Courtney

Hi there! My name is Courtney, and I was born and raised in Parker, Colorado. I attended Colorado State University where I studied hospitality management and business.

My passion for wedding planning and coordinating grew over time as I have worked in the hospitality and service industry. 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. They could see that I enjoyed planning and decorating for summer BBQ's, birthday parties, and any other events we happen to be celebrating, including my sister's wedding. 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 brides 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 event center 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.

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!



# Day-Of Coordination

**“Month-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.**

- ◆ Package starts upon booking
- ◆ Unlimited email and phone access with Every Little Detail
- ◆ **Two** (2) planning appointments before the wedding date to finalize the details (4 hours total)
- ◆ Final venue walkthrough
- ◆ Review all venue & vendor contracts
- ◆ Contact all vendors prior to wedding date to confirm all details and arrival/departure times
- ◆ Create floor plan of ceremony, cocktail hour and reception locations
- ◆ Create and distribute detailed timeline for couple and all vendors
- ◆ Attend final vendor and venue appointments with client
- ◆ Lead or Assistant will attend & coordinate rehearsal up to one hour, if requested
- ◆ Coordinator will be on-site for up to 12 hours of wedding (actual number of coordinators/assistants and number of hours of coverage to be determined after initial consultation)
- ◆ Oversee and help with ceremony/reception site set up & tear down (setting up tables & chairs not included)
- ◆ Manage the day's events - set up guest book/program table, set out guest favors, confirm proper setup of ceremony & reception site, organize escort/place cards/menu cards
- ◆ Make certain timeline is followed and events are kept on schedule
- ◆ Greet vendors and help them with any issues that may arise
- ◆ Make certain ceremony musicians have the correct musical selections and are cued properly to ensure correct pace and timing
- ◆ Welcome guests and direct them to the ceremony and reception areas
- ◆ Organize wedding party and cue processional
- ◆ Line up wedding party for introductions
- ◆ Make certain that everyone scheduled to give a toast or blessing is prepared and cued
- ◆ Handle final payments/gratuities to vendors
- ◆ Ensure end of event arrangements are made for items such as gifts/cards, guest book, toasting flutes, etc.
- ◆ Use of Wedding Day emergency kit

*Additional charges may apply, depending on the size and complexity of the wedding, and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.*



# 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.**

- ◆ Package starts upon booking
- ◆ Unlimited email and phone access with Every Little Detail
- ◆ **Seven (7)** planning appointments before the wedding date to finalize the details *(14 hours total)*
- ◆ Final venue walkthrough
- ◆ Ceremony and Reception venue recommendations *(including setting up and attending site visits)*
- ◆ Vendor referrals
- ◆ Research accommodations for out of town guests
- ◆ Schedule interview/appointments with all prospective vendors around your availability
- ◆ Additional vendor referrals as needed, such as photo booth rental, lighting, drapery, ice sculpture, etc.
- ◆ Schedule and attend tastings, if needed
- ◆ Wedding styling and design collaboration
- ◆ Decor and tabletop design, rental ordering and product management
- ◆ Contract review and negotiation
- ◆ Act as liaison and manage communication between couple and all vendors throughout the planning process and on wedding day
- ◆ Personalized planning calendar
- ◆ Create and distribute detailed timeline for couple and all vendors
- ◆ Provide referrals and assistance for bride/groom and wedding party attire shops
- ◆ Expert guidance on wedding etiquette
- ◆ Guest accommodation recommendations and room block set-up
- ◆ Budget spreadsheet set-up and management
- ◆ Assistance with design, wording etiquette, selection of invitations including coordinating supplement elements such as response cards, enclosures, post wedding brunch invitations, directions, etc.
- ◆ Assistance with design, selection and ordering all wedding day (ceremony & reception) accessories such as favors, welcome baskets, table numbers, place cards, ceremony programs, menu cards, save the dates, guest sign-in books or mats, gift card box, etc.
- ◆ Secure and coordinate transportation for couple, wedding party and family
- ◆ Includes Day-Of Coordination (see Day-Of Coordination description) with coordinator(s) up to 12 hours. *(Actual number of coordinators/assistants and number of hours of coverage to be determined after initial consultation).*
- ◆ ...and more!

*Additional charges may apply, depending on the size and complexity of the wedding, and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.*



# Additional Wedding 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.**

Assist with selection of wedding dress, grooms and bridal party attire	\$60.00/hour
Attend wedding dress appointments or fittings	\$60.00/hour
Attend vendor meetings	\$75.00/hour
Additional meetings	\$75.00/hour
Additional venue walk-throughs	\$75.00/walkthrough
Addressing and sending out wedding invitations	\$150.00
Arranging transportation for the wedding party and guests	\$30.00
Inspiration/theme board	\$50.00/theme board
Track RSVP's	\$100.00
Addressing and sending out thank-you cards	\$150.00
Gift bag assembly for out-of-town guests	Cost of supplies + \$50.00
Restroom baskets	Cost of supplies + \$20.00
Wedding night picnic basket	Cost of supplies + \$20.00
Hotel room decoration	Cost of supplies + \$50.00
Favor creation and assembly	\$150.00
Gift delivery after reception	\$150.00
Additional hours for rehearsal	\$60.00/hour
Additional hours for reception	\$75.00/hour
Additional hours pre-ceremony	\$75.00/hour
Budget Comparison	\$30.00

*Additional charges may apply, depending on the size and complexity of the wedding, and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.*

*Did you think of something else you would like help with?  
Just let us know and we can add it to your wedding package.*



# 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.

**Email:** [every.little.detail@outlook.com](mailto:every.little.detail@outlook.com)

**Phone:** (303) 587-7375

**Website:** [www.everylittledetailwedding.com](http://www.everylittledetailwedding.com)

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 via phone or email, 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.

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

