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WEDDING PLANNING WITH

H·S·R  
*graphics*  
Custom Wedding Stationery

[www.hsrgraphics.com](http://www.hsrgraphics.com) | [heather@hsrgraphics.com](mailto:heather@hsrgraphics.com) | [@hsrgraphics](https://www.instagram.com/hsrgraphics)

*“SO HAPPY WE FOUND HEATHER! Our wedding day would not have been the same without her. She was so involved from the day we met her, and she was able to leave me stress free for our wedding day; something I didn’t think was possible. She did a wonderful job setting up all of our decorations and coordinating with all the vendors. We almost didn’t get a coordinator but she was probably one of the most crucial vendors for our wedding day. She is very professional and knows what she is doing, she asked me about every little detail, things I didn’t even realize needed to be addressed. After our consultation with her, my (now) husband and I knew we were in good hands. Heather was beyond accommodating and she was always one step ahead of me.”*

**Shyneth + Kevin**

## WHAT IS A WEDDING COORDINATOR

*and why do I need one?*

Having a day of coordinator seems to be a necessity these days. You spend months researching, planning and envisioning the perfect day, of course you want it to go off without a hitch; but how can you control the outcome of the day? HIRE A COORDINATOR!

A day of coordinator is a little different than a full wedding planner. A wedding planner will help and guide you through every step of your planning process where as a day of coordinator will take every piece of what YOU have planned and execute it as you have envisioned. By hiring a professional you can rest easy that all your hard work will be celebrated and brought to life.

All you have to do is enjoy the day!







# COORDINATION PACKAGES

## *Wedding Management*

Wedding Management is the most popular package and is perfect if you are getting married at a banquet facility that has it's own catering.

### *Includes:*

- intake meeting a month before the wedding
- lead coordinator & vendor support
- unlimited consultations
- vendor referrals
- vendor coordination
- develop itinerary & decor manifest
- assistance with floor plan
- vendor set up supervision
- reception set up of personal items
- centerpiece set up
- reception entrance coordination

- greet & assist guests | bride and groom
- assist with last minute details
- wedding date emergency kit
- welcome gift for bride and groom
- distribute final payments/gratuity to vendors
- \*attendance/assistance at wedding rehearsal
- \*ceremony coordination & setup

*My personal stamp of approval and peace of mind that everything is taken care of*

\*Additional Fees may apply for Church Ceremony & Rehearsals

# DIY Wedding Management

DIY Wedding Management is perfect for the backyard or rustic barn celebrations that require a little more planning and set up.

## *Includes:*

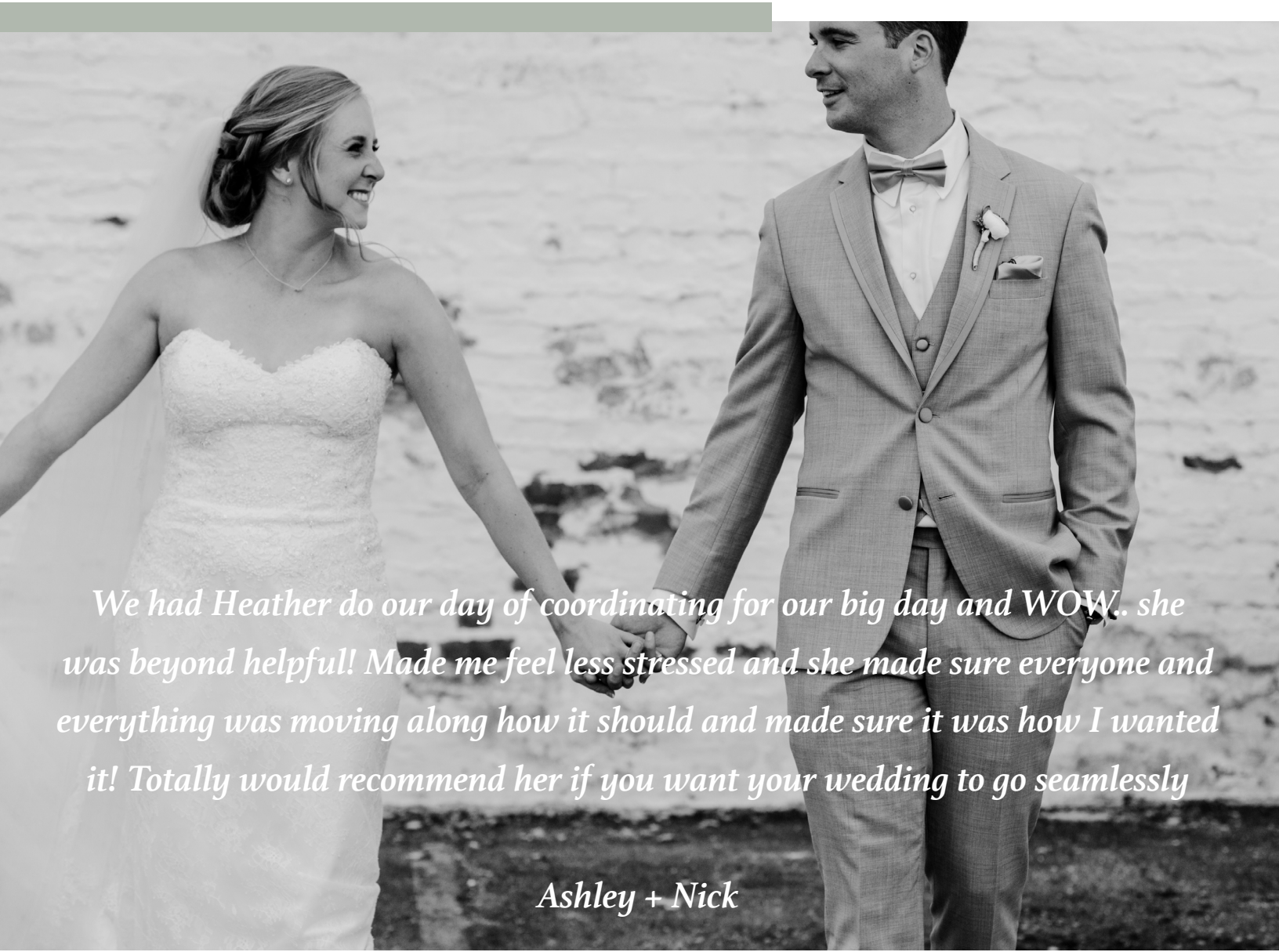
Everything that is included in the Wedding Management Package

Venue visit

Table linens & full centerpiece set up

Table & chair set up

2nd coordinator (if necessary)



*We had Heather do our day of coordinating for our big day and WOW. she was beyond helpful! Made me feel less stressed and she made sure everyone and everything was moving along how it should and made sure it was how I wanted it! Totally would recommend her if you want your wedding to go seamlessly*

*Ashley + Nick*



## *Set up Management*

This package is great for the couple that may not need all the perks of a coordinator but still needs assistance with setting up some personal items and decor management.

### *Includes:*

intake meeting  
decor manifest set up  
set up of personal items for reception

## *Plan and Prep*

Includes:  
intake meeting 2 months before  
decor manifest & timeline set up  
follow up call 1 week before wedding

### **INVESTMENT!**

Wedding Management  
\$1000

DIY Wedding Management  
\$1500

Set Up Management  
\$500

Plan & Prep  
\$350

\*pricing is based on up to 75 miles.  
final price will be determined based on  
number of locations & distance

### **ADD ON SERVICES**

rehearsal & ceremony  
coordination \$150-\$250

tear down services \$250

RSVP coordination \$75





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## Hi, I'm Heather

I am the eyes, ears and brains behind HSRGraphics. I am a wedding stationer that fell in love with the wedding industry

I decided to try my expertise out at coordination. I have to say, I am so glad that I did. I love being able to help my couples enjoy their big day.

*You dream it, / execute it*

As your coordinator I will do everything in my power and bag of tricks to run your wedding as smooth as possible! I will take the stress away from you and your family so you can just enjoy your big day. You can rest assure that your day will go off without a hitch.



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