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WEDDING PLANNING WITH

H·S·R  
*graphics*  
Custom Wedding Stationery

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*We cannot say enough good things about Heather! From the very beginning Heather was prompt to communicate, friendly, and helpful. Heather helped us in countless ways, but to name a few in which she went above and beyond - she planned out a detailed timeline for our day from start to finish, helped us to think of the small details that may have otherwise been forgotten, contacted all of our vendors the week of our wedding, met up the week of to pick up all of the items we needed her to set up, and even gave us delicious personalized cookies. On the day of, Heather worked hard from the minute she arrived. She made our venue space look flawless and exactly how we had pictured! She took any last minute stressors off of us and our parents, bridal party, etc. Plus she came packed with emergency items including chalk which helped to get a stain out of my dress! Heather also made our seating chart which was beautiful and one less thing for us to worry about! Looking back on our day, Heather was our most valuable vendor and we would hire her a million times over. We are so grateful for Heather and her expertise and would highly recommend her to anyone looking to truly enjoy their wedding day!*

**Lauren + Ben**

## 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/gratuities 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)

Teardown of reception



*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*



## *Partial Planning*

Partial Planning goes one step further from “Day of Coordination”. In addition to being there the day of the wedding I will also provide more hands on planning, throughout the months/year leading up to your big day.

### *Includes:*

Everything that is included in the Wedding Management Package

2-3 In person “planning” sessions

Budget outline

Vendor recommendations (in detail)



*Heather was our coordinator and oh my goodness, she was the best!! Heather is fun, kind, professional, organized, and great at communicating! She helped with tasks, organizing, and was the main reason I was not overwhelmed or stressed the month of our wedding. Looking back, I have no idea how our day would've happened as perfectly as it did without her. Please do yourself a favor and book*

*Heather as your coordinator as a wedding gift to yourself!*

***Dominique + Andrew***

## *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!**

Partial Planning  
Starting at \$2500

Wedding Management  
\$1500

DIY Wedding Management  
\$2500

Set Up Management  
\$550

Plan & Prep  
\$300

\*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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