

sixpence events

EVENT MANAGEMENT - PLANNING - DESIGN



SEASON 9 | 2024



WELCOME

You've started to think about your wedding and are attempting not to feel crushed by all the work it's going to be. Maybe you have experience managing events or helping with a sibling's wedding - so you already know... it's a shit ton of work.

You're currently wondering,
"What could working with a wedding planner look like, without taking away all of my control and the satisfying feeling of ticking tasks off of my to do list?"

Let me *illuminate* the possibilities.

MEET JOSEY



THINGS I AM

WIFE // MOTHER // ONLY CHILD

After dating for 6 years, my husband and I got married in my home state, Washington. 6 years later we had our daughter. 6 is legitimately my favorite number.

TRYING TO BE

A MINIMALIST // A GOOD HUMAN

I care about this g-dang Earth and am passionate about plant based living, recycling, permaculture, grey water... I am anti-fast fashion, landfills, and plastic

WHEN I WORK

HANDS ON // FRIENDLY // HAPPY

I can't stand it when you ask someone for help and they say, 'I'll go get someone for that'. I have two hands, rippling biceps, and a brain; in most instances I can help.

FOR YOU

CALM // WISE // USEFUL

Even in our meetings, I want to make you feel better, happier, less stressed and more organized. Let me lend you my world of wedding wisdom.

SERVICES OVERVIEW

Start with either partial planning or event management and choose additional add-ons to customize your level of support. If you aren't sure which package is right for you, *schedule a complimentary consultation* so we can narrow down your needs and create a package that will give you exactly the right amount of assistance throughout the process.



Event Design

This service is for you if you need help planning a cohesive and beautiful wedding.

Together, we will create a tailor made design plan to bring to life your vision - implementing sustainability practices and non-traditional ideas to make your day authentically yours.



Partial Planning

This service is for you if you have some of your vendors hired and most of the big decisions made, but you desperately need someone to keep the planning train chugging and a strong non-spousal support to weather the stressful parts ahead.

Our meetings are like study hall and our mantra is, *'be the tortoise not the hare.'*



Event Management

This service is for you if you want to handle the entire planning process yourself, but are 100% certain that working on your wedding day is not part of the plan.

Not just day of coordinating, our pre-wedding meetings will keep you from careening out of control amongst the overwhelming amount of work that needs doing.

let's delve deeper 

EVENT DESIGN



\$2000

This is an add-on service best for clients who need help designing a wedding that includes non-traditional and sustainable elements. *This can be booked as a stand-alone service if you are getting married at a full-service venue.*

DESIGN TIMELINE: TYPICALLY 10-12 MONTHS PRIOR TO YOUR WEDDING DATE

Design Services include:

- Research-phase which must include a shared Pinterest board
- A curated list of vendor referrals
- Design vendor contract review
- Creation of design plan to include: mood board, floral and linen recommendations, color palette, and custom floor plans
- Oversight of additional design elements including lighting design and tablescape decor
- Curated list of paper suite needs (invitations, place cards, name cards, signage, etc.)
- Oversee installation and post-event breakdown of design elements

PARTIAL PLANNING



STARTING AT \$4,800

This service is for the client who has the main pieces of their planning process in place but is overwhelmed with managing everything in the months leading up to their wedding day.

PARTIAL PLANNING TIMELINE: TYPICALLY 10 MONTHS PRIOR TO WEDDING DATE

Partial Planning includes:

- 6-8 pre-wedding meetings to guide the planning process of your event (dependent on how far out you book)
- Ensure rental, floral, catering and bartending contracts are current and correct
- Create and finalize details with vendors (including venue)
- Assist creation of floor plans for wedding day with venue coordinator
- Execute event day (may include set up and tear down) according to timeline and ensure all vendors are accounted for
- Coordination with venue staff
- Starts with 8 hours of event management; additional hours can be added



STARTING AT \$2800

Event Management is the perfect service for couples who desire to handle the entire planning process themselves but want to hand over the reins prior to the big day.

EVENT MANAGEMENT TIMELINE: 3-5 MONTHS PRIOR TO WEDDING DATE

Month-Of Coordination includes:

- 4 pre-wedding meetings to ensure I have all the information needed to manage your event
- Ensure rental and catering counts are correct
- Review transportation logistics for guests and bridal party
- Finalize details with all vendors (including venue) and distribute vendor-specific timelines
- Execute event day (may include set up and tear down) according to timeline and ensure all vendors are accounted for
- Coordination with venue staff
- Starts with 8 hours of event management; additional hours can be added

EVENT MANAGEMENT

ADD ONS



\$200-400

Depending on the package you choose, you may want to add on additional services to have just the right amount of planning support you need throughout your engagement.

Add ons include:

- Event Design (\$2000)
- Rehearsal
- Additional Meetings
- Venue Walkthrough
- Additional Hours Day Of

SUSTAINABLE DESIGN



DISCOUNT \$200-400

The Sixpence climate action plan revolves around education, carbon sequestration* and reducing waste. Take 10-20% off of your **Event Design Package** in 3 easy steps:

1. Calculate your Wedding's projected Carbon footprint
2. Plant trees in America
 - a. (100) Minimum # of Trees for 10% off
 - b. (200) Minimum # of Trees for 20% off
3. Commit to 2 or more of the following for your wedding:
 - a. Zero waste guest experience
 - b. Stationery via Paper Culture or similar program
 - c. Previously owned bridal or groom attire
 - d. Sustainable floral (no floral foam or plastic)
 - e. Predominately a plant based menu (appetizers, dessert and/or dinner courses)

* More information about how trees sequester carbon over time

** *Annually I plant trees to offset my Sixpence carbon footprint; for design clients I will also donate to The Ocean Cleanup*

PLANT TREES



PLANNING TIMELINE

01

Initial Consultation

Because sustainability underlines my life and my work, your initial consultation is conducted virtually, as are all check-in meetings. Transportation is one of the largest contributors to anthropogenic U.S. greenhouse gas (GHG) emissions, let's do our part.

02

Additional Meetings

If you opt to add on meetings, including your Event Design meeting, these will take place anywhere from booking to 4-12 months out.

03

Monthly Check-Ins

Partial Planning meetings begin 6-10 months out (2 hour long meetings).

Event Management meetings begin at 4 months out (1 hour long meetings).

04

Venue Walkthrough

This add on is perfect for clients with multiple vendors to manage, a room flip, or a moderate amount of decor set-up. Also beneficial for out of town couple's wanting to see the space for the first time.

05

Rehearsal

Kick off your wedding weekend the right way, with a calm and organized ceremony run through. Highly recommended for wedding parties of 4 or more and a non-professional officiant.

06

Event Management

Since you are properly prepared with an expert by your side, enjoy your wedding day with smiles effortlessly pasted on your beautiful faces.



NEXT STEPS

I want you to walk away, from your first consultation, from your 1 week out meeting, from your wedding, bursting with love and happiness.

I want your love to grow greater and bigger because of the time you spend planning your wedding. And just when you think you couldn't love your spouse-to-be any more, you celebrate your wedding day and end the night sore from dancing and smiling, heart ready to burst because you can hardly contain yourself.

It's all about you (plural), your love (abundant and prosperous), and how I can give you the nudge you need to have a lifetime filled with...

Prosperity, Love, and Happiness,

Josey

[BOOK A CONSULTATION](#)