

Devoted Wolf

EVENTS



Thank you for considering Devoted Wolf Events for your wedding day. Your needs, wishes, and wedding dreams are of our highest priority. DWE prides itself on organization and communication. Your wedding day can be stressful. Let us be there to remove the stress and ensure that every last detail of your day runs smoothly.

Devoted Wolf Events is owned and operated by Desiree' Wolf, a Certified Wedding Planner and Designer of The Bridal Society. The rest of our team consists of Certified Wedding Planners as well. We are armed with the knowledge and the experience to help our couples throughout their wedding planning journey.

Choosing the right wedding professional for your day is important and Devoted Wolf Events is so honored to be considered for this opportunity. We would love to be with you every step of the way to help you make those difficult decisions and to walk you through the planning process.

We look forward to welcoming you into the DWE Pack!

WEDDING DESIGN

Full event design, theme, and concept development.

We will ensure your wedding design has a cohesive feeling from beginning to end by providing an extensive style guide outlining all design aspects of your wedding. This includes assistance with sourcing the following, but is not limited to: invitations, day-of stationery, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.

You will receive:

- Mood board with color palette
- Style guide outlining design aspects of your wedding and recommendations on how to achieve them.
- Detailed floor plan

a la carte

(inquire for pricing)

vendor meetings

overseeing design budget and vendors

site visits

set up and tear down services



WEDDING DAY MANAGEMENT

PRE-WEDDING DAY

- Three (3) Client/Planner meetings (virtual)
- Walkthrough at venue 6-8 weeks prior to wedding (in-person, if available)
- Unlimited contact via email
- Access to personalized Planning Suite
- Personalized vendor recommendations
- Review vendor contracts
- Production of a detailed Wedding Day Itinerary
- Detailed timeline will be sent to all vendors for review
- Confirmation of all wedding vendors

WEDDING REHEARSAL

- Coordinate ceremony rehearsal (up to 1 hour)
- Distribute condensed pocket-sized wedding day timeline to wedding party, and VIPs
- Collect/Coordinate final payments and gratuities for specific vendors

WEDDING DAY

- Up to 8 hours of coverage
- One assistant coordinator
- Manage the flow and timing of the ceremony and reception
- Act as a liaison between couple and vendors

CEREMONY

- Distribute bouquets and pin boutonnieres on attendants, if delivered to ceremony location
- Greet all vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Set up all ceremony décor not handled by a specific vendor (i.e. guest book, unity candle, programs, pictures, etc.)
- Line up and cue wedding party/musicians for processional

RECEPTION

- Set up all reception décor not handled by a specific vendor
- Manage vendor set-up and make sure all commitments are fulfilled
- Line up and cue couple for all important events
- Assist musicians in cueing important events during reception
- Maintain & coordinate timeline for all events during reception (until cake cutting or final formality)
- Stay in communication with catering staff to ensure things are going smoothly

PARTIAL PLANNING

PRE-WEDDING DAY

- Monthly meetings starting at 6 months (virtual)
- Walkthrough at venue 6-8 weeks prior to wedding (in-person, if available)
- Unlimited contact via email
- Access to personalized Planning Suite
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Detailed timeline will be sent to all vendors for review
- Confirmation of all wedding vendors
- Personalized vendor recommendations
- *Payment due date reminders**
- *RSVP tracking**
- *Rehearsal dinner location research, menu selection and design assistance (decor not included)**

WEDDING REHEARSAL

- Coordinate ceremony rehearsal (up to 1 hour)
- Distribute condensed pocket-sized wedding day timeline to wedding party, and VIPs
- Collect/Coordinate final payments and gratuities for specific vendors

WEDDING DAY

- *Up to 10 hours of coverage*
- One assistant coordinator
- Manage the flow and timing of the ceremony and reception
- Act as a liaison between couple and vendors

CEREMONY

- Distribute bouquets and pin boutonnieres on attendants, if delivered to ceremony location
- Greet all vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Set up all ceremony décor not handled by a specific vendor (i.e. guest book, unity candle, programs, pictures, etc.)
- Line up and cue wedding party/musicians for processional

RECEPTION

- Set up all reception décor not handled by a specific vendor
- Manage vendor set-up and make sure all commitments are fulfilled
- Line up and cue couple for all important events
- Assist musicians in cueing important events during reception
- Maintain & coordinate timeline for all events during reception
- Stay in communication with catering staff to ensure things are going smoothly

TEAR DOWN SERVICES

- *Collect/pack all personal items and decor for designated person to collect at the end of the event*

**Can be substituted for a different a la carte option - per DWE discretion*

FULL PLANNING

PRE-WEDDING DAY

- Monthly meetings starting at 12 months (virtual)
- Walkthrough at venue 6-8 weeks prior to wedding (in person)
- Unlimited contact via email
- Access to personalized Planning Suite
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Detailed timeline will be sent to all vendors for review
- Confirmation of all wedding vendors
- Personalized vendor recommendations
- *Assistance in arranging wedding party transportation needs*
- *Payment due date reminders*
- *RSVP tracking*
- *Guest room block negotiation*
- *Scheduling vendor meetings*
- *Seating chart assistance*
- *Assistance in arranging wedding guest transportation needs*
- *Rehearsal dinner location research, menu selection and design assistance (decor not included)*
- *Full event design, theme, and concept development*

WEDDING REHEARSAL

- Coordinate ceremony rehearsal (up to 1 hour)
- Distribute condensed pocket-sized wedding day timeline to wedding party, and VIPs
- Collect/Coordinate final payments and gratuities for specific vendors

WEDDING DAY

- *12 hours of coverage*
- One assistant coordinator
- Manage the flow and timing of the ceremony and reception
- Act as a liaison between couple and vendors

CEREMONY

- Distribute bouquets and pin boutonnieres on attendants
- Greet all vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- Set up all ceremony décor not handled by a specific vendor (i.e. guest book, unity candle, programs, pictures, etc.)
- Line up and cue wedding party/musicians for processional

RECEPTION

- Set up all reception décor not handled by a specific vendor
- Manage vendor set-up and make sure all commitments are fulfilled
- Line up and cue couple for all important events
- Assist musicians in cueing important events during reception
- Maintain & coordinate timeline for all events during reception
- Stay in communication with catering staff to ensure things are going smoothly

TEAR DOWN SERVICES

- Collect/pack all personal items and decor for designated person to collect at the end of the event

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EVENTS

A LA CARTE

please inquire for pricing

Client/Planner meetings

Vendor meetings

Guest room block negotiation

Budget assistance

Payment due date reminders

RSVP tracking

Scheduling vendor meetings

Seating chart assistance

Assistance in arranging guest transportation needs

Assistance in arranging wedding party transportation needs

Rehearsal dinner location research, menu selection and design assistance

Personal day-of Attendant (Bridal Attendant)

Tear Down Services

Full event design, theme, and concept development

Decor and rentals - priced per piece

Day-of signage and stationery