



the 
UNCOMMON

e v e n t

turning ordinary into extraordinary

504.343.4101

WWW.THEUNCOMMONEVENT.COM

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Why Choose Us?

1. **The venue coordinator cannot be the wedding planner.** They coordinate the logistics of the venue. We manage the remaining 90% of the details that go into your wedding to ensure pure perfection.
2. **We provide budget guidance.** We work with you to create and manage a budget that will help keep down added costs that are incurred throughout the wedding planning process.
3. **We save you money.** Not only do we work with you to create a budget and help you stick to it, but we also refer you to wedding professionals who provide the finest service at the lowest price.
4. **We work with top-quality wedding professionals.** Through our experience working with a variety of vendors, we have determined which ones are of the highest quality so that we can match you with the best service.
5. **We provide logical timeline guidance.** There are a vast amount of steps in the wedding planning process and we ensure that every task is completed in a timely manner.
6. **We get the job done.** Planning a wedding can be very time-consuming. We make certain that all of the preparations are executed in an efficient and effective manner while allowing you peace of mind.
7. **We protect your investment.** You have dreamed of this day since you were a child. You want it to be perfect. Think of us as your wedding insurance that virtually guarantees everything will run smoothly on your big day!
8. **We provide etiquette advice.** Many questions arise during the wedding planning process like how to address invitations, for example. We advise you on the best method for handling these difficult situations.
9. **We provide peace of mind.** We handle all issues that arise during the wedding planning process so that you can rest assured that you will have a flawless wedding day.
10. **You deserve it!** The bride's job is simply to be the bride! Our wedding planning specialists bring your vision to life so that you and your guests will both enjoy and remember all of the special details of your wedding day.

About Us

Who Is Behind The Scenes?

Nikki Barrow, the lead event planning specialist and founder of The Uncommon Event LLC, possesses an innate knack for design. Her creative energies and stylish outlook on life are the foundations on which The Uncommon Event has been built.

Nikki first entered the events industry designing invitations and favors for her clients. After receiving her Bachelor's Degree in Business Management at Loyola University New Orleans, Nikki took her creative skills and expertise to the next level.

She now uses her artistic concepts to provide full service event planning and design for her clients. Nikki prides herself on her attention to detail and the results that never cease to amaze her clients and their guests!



Full Service Planning

(Suggested Package Price: \$3700)

This package is designed for couples who are just too busy during the day and are unable to devote the time needed to plan their dream wedding. Let us coordinate the bulk of your planning process so you can still plan the wedding of your dreams without all of the added stress involved. Of course, the final decisions are always up to you!

- Initial Planning Meeting
 - At your initial planning meeting, we will discuss what you are envisioning for your wedding and develop a sensible budget that will be used to track expenses throughout the entire planning process. A planning checklist will also be utilized to keep the planning process on track.
- Vendor Coordination
 - We will recommend venues/vendors that we feel will best fit your wedding style and budget. We can accompany you to meetings with prospective venues/vendors to ask questions, take notes, and provide our expert opinions at the close of each meeting. Once you make a decision, all you need to do is sign the contracts and arrange for payment. We will then act as a liaison between you and your vendors by conveying any questions that may arise and suggesting solutions for any issues that may develop during the planning process. We will contact your vendors the week of the wedding to communicate arrival times, set up areas, and any other relevant service information.
- Site Design
 - We will visit your ceremony/reception venues and work with you to create a design that fits with your wedding theme and style. We will also create layout plans for the venues to ensure a well-coordinated style that flows on your special day.
- Seating Chart
 - We will work with your guest list to develop a seating chart that will help manage the flow on your wedding day.
- Out of Town Guests
 - We will recommend convenient lodging for your guests and assist you with booking room blocks at specified hotels for large groups of out of town guests.
- Wedding Day Timeline
 - We will create a basic timeline that we will follow on your big day to ensure that everything runs smoothly.
- Rehearsal Coordination
 - We will discuss ceremony details with the Officiate, reiterate duties, and help coordinate the processional and recessional order with the bridal party.
- Rehearsal Dinner Coordination
 - Whether it is an intimate dinner at a quaint restaurant, cocktails at a swanky club, or an afternoon tea party, we will assist you in venue selection, menu selection, and venue confirmation.
- Orchestrate Ceremony Setup
 - If our resources are required at the ceremony venue, we will be sure to arrive at least one hour in advance to the ceremony venue after orchestrating set up at the reception venue. At the ceremony venue, we will communicate all setup and service requests to vendors/ushers.

Full Service Planning

(continued)

- **Orchestrate Reception Setup**
 - We will communicate all setup and service requests to vendors. We will set up basic wedding décor items including guestbook materials, card box, cake knife/server, toasting flutes, and favors.
- **Event Management**
 - We will refer to our pre-made timeline and use our expertise to coordinate your wedding so that we can ensure that everything runs smoothly. We will help coordinate the ceremony by reminding the bridal party of who walks down the aisle and when. If the reception is held at a different venue, we will head to the reception venue as soon as the bride has walked down the aisle. At the reception venue, we will do a final walk-through before guests arrive. We will then coordinate the reception by communicating special reminders to the bridal party and specified vendors.
- **Distribute final payments to vendors**
 - Leave final payments/gratuities with us and we will make sure that applicable vendors receive them at the reception venue per your instructions.
- **Pack Presents/Personal Affects**
 - We will ensure that all cards, gifts and other personal effects are packed and given to the designated party.
- **Emergency Kit**
 - We will be there on your wedding day with extra safety pins, straws, deodorant, and many other emergency items that you may end up needing when you least expect it.
- **Service Hours**
 - We commit up to 12 hours on the wedding day to complete our services.
- **Etiquette Advice**
 - Whether you have questions about addressing invitations or bridal party lineup at the ceremony, we are here to advise you on how to approach these and all other wedding issues that may arise.
- **Meetings/Correspondence**
 - We will meet with you numerous times throughout the planning process. Schedule too hectic to fit in these meetings? No worries- We are also readily available through phone or email to correspond with you throughout the entire planning process.

Partial Planning

(Suggested Package Price: \$2250)

This package is designed for couples who need help planning their wedding, but who enjoy being involved in the process.

- Initial Planning Meeting
 - At your initial planning meeting, we will discuss what you are envisioning for your wedding and develop a sensible budget that will be used to track expenses throughout the entire planning process. A planning checklist will also be utilized to keep the planning process on track.
- Venue Recommendations
 - Not sure where you want to exchange vows or where you want to have your reception? We will recommend sites that we feel will best fit your wedding style and budget.
- Vendor Recommendations
 - We have extensive lists of local wedding professionals to serve all of your wedding needs. We will be sure to refer you to vendors who will provide you with the best service for your budget.
- Site Design
 - We will visit your ceremony/reception venues and work with you to create a design that fits with your wedding theme and style. We will also create layout plans for the venues to ensure a well-coordinated style that flows on your special day.
- Vendor Confirmations
 - We will obtain copies of all planning documents no later than two weeks prior to your wedding day so we can review for and assess any issues. We will contact your vendors the week of the wedding to communicate arrival times, set up areas, and any other relevant service information.
- Wedding Day Timeline
 - We will create a basic timeline that we will follow on your big day to ensure that everything runs smoothly.
- Rehearsal Coordination
 - We will discuss ceremony details with the Officiate, reiterate duties, and help coordinate the processional and recessional order with the bridal party.
- Orchestrate Ceremony Setup
 - If our resources are required at the ceremony venue, we will be sure to arrive at least one hour in advance to the ceremony venue after orchestrating set up at the reception venue. At the ceremony venue, we will communicate all setup and service requests to vendors/ushers.
- Orchestrate Reception Setup
 - We will communicate all setup and service requests to vendors. We will set up basic wedding décor items including guestbook materials, card box, cake knife/server, toasting flutes, and favors.

Partial Planning

(continued)

- **Event Management**
 - We will refer to our pre-made timeline and use our expertise to coordinate your wedding so that we can ensure that everything runs smoothly. We will help coordinate the ceremony by reminding the bridal party of who walks down the aisle and when. If the reception is held at a different venue, we will head to the reception venue as soon as the bride has walked down the aisle. At the reception venue, we will do a final walk-through before guests arrive. We will then coordinate the reception by communicating special reminders to the bridal party and specified vendors.
- **Distribute final payments to vendors**
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- **Emergency Kit**
 - We will be there on your wedding day with extra safety pins, straws, deodorant, and many other emergency items that you may end up needing when you least expect it.
- **Service Hours**
 - We commit up to 12 hours on the wedding day to complete our services.
- **Etiquette Advice**
 - Whether you have questions about addressing invitations or bridal party lineup at the ceremony, we are here to advise you on how to approach these and all other wedding issues that may arise.
- **Meetings/Correspondence**
 - We will meet with you several times throughout the planning phase. We are also readily available through phone or email to answer any questions you may have before your big day.

Month of Coordination

(Suggested Package Price: \$1000)

This package is designed for couples who are planning the entire wedding by themselves, but who just want some help with managing the logistics of their wedding day.

- Final Planning Meeting
 - We will discuss important details of your wedding and tie up any loose ends at our final planning meeting. This includes collecting copies of all planning documents, updating the wedding questionnaire, and finalizing any other information/instructions that are pertinent to your big day!
- Site Visit(s) Prior To Wedding Day
 - If permitted, we will visit your ceremony and reception venues prior to the wedding day to review venue layouts and décor setup.
- Vendor Confirmations
 - We will obtain copies of all planning documents no later than two weeks prior to your wedding day so we can review for and assess any issues. We will contact your vendors the week of the wedding to communicate arrival times, set up areas, and any other relevant service information.
- Wedding Day Timeline
 - We will create a basic timeline that we will follow on your big day to ensure that everything runs smoothly.
- Orchestrate Ceremony Setup
 - If our resources are required at the ceremony venue, we will be sure to arrive at least one hour in advance to the ceremony venue after orchestrating set up at the reception venue. At the ceremony venue, we will communicate all setup and service requests to vendors/ushers.
- Orchestrate Reception Setup
 - We will communicate all setup and service requests to vendors. We will set up basic wedding décor items including guestbook materials, card box, cake knife/server, toasting flutes, and favors.
- Event Management
 - We will refer to our pre-made timeline and use our expertise to coordinate your wedding so that we can ensure that everything runs smoothly. We will help coordinate the ceremony by reminding the bridal party of who walks down the aisle and when. If the reception is held at a different venue, we will head to the reception venue as soon as the bride has walked down the aisle. At the reception venue, we will do a final walk-through before guests arrive. We will then coordinate the reception by communicating special reminders to the bridal party and specified vendors.
- Distribute final payments to vendors
 - Leave final payments/gratuities with us and we will make sure that applicable vendors receive them at the reception venue per your instructions.
- Pack Presents/Personal Affects
 - We will ensure that all cards, gifts and other personal effects are packed and given to the designated party.

Month of Coordination

(continued)

- Emergency Kit
 - We will be there on your wedding day with extra safety pins, straws, deodorant, and many other emergency items that you may end up needing when you least expect it.
- Service Hours
 - We commit up to 12 hours on the wedding day to complete our services.
- Meetings/Correspondence
 - We will schedule an in-person final planning meeting and a site visit with you. We are also readily available through phone or email to answer any questions you may have before your big day.

Rehearsal Coordination - \$175

- We will discuss ceremony details with the Officiate, reiterate duties, and help coordinate the processional and recessional order with the bridal party.



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