



# fritz

EVENT  
PLANNING & DESIGN

## Congratulations on your engagement

and thank you for choosing Fritz Event Planning & Design as your wedding concierge!

Your wedding is the most exciting day of your lives and the one and only party just for YOU! It is our job to make your dream wedding come true and create an event that your guests will be talking about for years! Together we will make your wedding completely unique to you, no matter your budget. *So sit back, relax and enjoy your day!*

### Planning Packet

- Timeline checklist
- Client contact form
- Budget planning guide
- Signed contract deposit receipt

### Pre-wedding

- Venue scouting
- Vendor research
- Vendor contract negotiation
- Site visits
- Stationary design
- Mock-ups of tablescapes/décor
- Budget planning
- Travel accommodations (couple and guests)
- Registry assistance
- DIY assistance
- Guidance through "makin' it legal!"
- Couple website creation and management

### Month-of

- Final consultation
- Final vendor confirmations

### Week-of

- Wedding rehearsal
- Last minute details

### Day-of

- Full day coordination (up to 16 hours)
- Damage control
- Conflict management
- Vendor coordination
- Event design
- Set-up/tear-down
- Gift collection

### Day-after

- Manage rental returns
- Remaining bills management

When you hire us, you get a unique experience and personal attention. Fritz offers personal concierge service for your entire wedding weekend, not just one day. We never book more than one event a weekend so you have total access to us whenever you need us.

### A Little Extra Party Planning

Do you need help planning your other parties? Fritz Event Planning & Design can help plan, coordinate and decorate!\*

- Engagement Party
- Bridal Shower
- Bachelorette Party
- Rehearsal Dinner
- Day-after Brunch/Lunch

Thanks again for choosing Fritz Event Planning & Design to make your dream wedding come true!

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\*Additional fees apply



# Packages

## Weddings

### Wedding Planning Jitters (The Complete Package)



Whether you have no time to plan or no clue where to start, Fritz Event Planning & Design is here to help every step of the way! This package includes a full service wedding concierge from start to finish.

### Helping Hand (Month-of & Details)

You've done most of the work and just need a little extra umph! This package is custom designed to help you bring all the pieces together. We'll help finalize the details and be there when you walk down the aisle.

### Save the Date! (Month-of Coordination)

You've planned the perfect day now it's our turn to make it happen. Don't stress about the details and getting it all done! Let Fritz Event Planning & Design handle it so all you have to do is show up! Your vision is our mission so we'll meet with you months before your day and be with you for your wedding weekend.

*Not just the knot!*

Engagement Parties  
 Bachelorette Parties Day-after brunch/lunch  
 Rehearsal Dinners Bridal Showers

We can also help your man, moms, and maids plan the perfect parties leading up to your big day!



### The PROUD Planner



Fritz Event Planning & Design is a proud supporter of LGBT couples and will joyfully help your dream wedding come true in or outside the tri-state area! We strongly

believe that you have the right to celebrate your love whether or not it is recognized in your state.



### Socials & Shindigs

Planning a party or event? From formal dinners to children's birthday parties, Fritz Event Planning & Design has stylish and creative ideas to make any gathering a party to remember!

### Paying it Forward

Want to WOW your supporters and sponsors? Need guidance on how to raise the most money and gain publicity? Fritz Event Planning & Design is a proud sponsor of many local charities and causes. We have the experience in planning all types of fundraising and friendraising events such as galas, auctions, 5k races, stage shows and much more!