

2024/25



from full planning to wedding day management, select the package that works best for your needs and budget

PLANNING AND COORDINATION



Oh HELLO



I'm Taylor Falcon, and I started Taylor Falcon Events because I believe planning your wedding should be a fun experience, not a source of stress. But dang, there's a lot that goes into these shindigs! Actually, 200 hours worth of emails, phone calls, and consultations. *gasp* Ain't nobody got time for that.

If you have lots of great wedding ideas but not sure how to piece everything together, or are already stressing about the details, WE GOT YOU!

Take a step back, relax, and let us sweat the small (and big!) stuff. By hiring TFE, you are ensuring that not only your guests have a great time, but you do too.


TAYLOR
FALCON
EVENTS

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Full planning



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\$7,800

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PRE - WEDDING

UNLIMITED

- Unlimited Client / Planner meetings
- Unlimited Vendor Meetings

PROGRESS MANAGEMENT

- Email "Check-Ins" to ensure *client's planning is running smoothly*

MATERIALS RECEIVED

- General planning checklist
- Preferred Vendors List

BUDGET

- Budget Construction and Analysis
- Budget Management

VENUE

- Venue research and selection *after understanding your vision, style and budget*

DESIGN

- Full event design, theme, and concept development – *we will ensure your wedding design has a cohesive feeling from beginning to end.* (This includes, but is not limited to, invitations, floral design and decor, menus, programs, lighting, table design, linens, save the dates, etc.)

SET - UP

- Offer event set-up recommendations
- Create reception floor diagram

TRANSPORTATION

- Assistance in arranging all transportation and hotel needs

CONTRACTS

- Review of all vendor contracts (preferably prior to signing with said vendor)

LIAISON

- Act as main liaison between the vendors, venue, and couple for the entirety of the planning process

CONFIRMATION

- Confirmation of all arrangements (*time, delivery date, final guest count, quantities of materials, etc*) with vendors and services.

ITINERARY

- Creation of a detailed wedding day itinerary, shared with vendors for review one (1) week prior to wedding

INVITATIONS

- Invitation assembly and mailing (*postage not included*)
- Tracking RSVPs

REHEARSAL

REHEARSAL

Coordination of ceremony rehearsal
(1 hour)

ITINERARY

Distribute detailed wedding day itinerary to wedding party, family and attendants

COORDINATE

Collect and coordinate final payments for vendors, as necessary

Collect wedding day items from couple
(*marriage license, guest signage, cake knife, cake topper, toasting flutes, candles, favors, place cards, DIY*)

WEDDING DAY

ALL-DAY

ON SITE SERVICE

One to two (1-2) assistant coordinator(s)
Set-up of all wedding day items not handled by a specific vendor (*items provided by the couple*)

TIME MANAGEMENT

Manage the flow and timing of the ceremony and reception

LIAISON

Act as the primary liaison between the wedding party, family, and vendors
Distribute final payments to vendors, as requested

EMERGENCY KIT

Use of bridal emergency kit

CEREMONY

FLOWERS

Distribute bouquets and pin flowers on attendants and family members

SET-UP

Oversee the set-up of the ceremony site

COORDINATION

Direct photographer, videographer, musicians, rentals, florist, etc of where to set up.

Line up and cue the wedding party/musicians for the ceremony.

Give marriage license to officiant

Ensure wedding rings are present

Collect all personal wedding items and gifts, and deliver to reception site/designated person.

COCKTAIL HOUR AND RECEPTION

SET-UP

Oversee the set-up of the reception site.

Set up all decor not handled by a specific vendor
(*favors, menus, place cards, table designs, etc*)

LINE UP

Line up and cue wedding party/DJ for grand entrance

Bustle the wedding gown

Assist band/DJ in cuing important events (*parent dances, cake cutting, etc*)

Cue bride and groom for all important events

Maintain and coordinate timeline

END OF DAY

Collect all personal wedding items and gifts, and deliver to the designated person following the reception

Partial planning



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PARTIAL PLANNING PACKAGE

PRE - WEDDING

MEETINGS

Four (4) Client/Planner meetings to discuss budget, design, and logistics

Three (3) Vendor meetings that the planner will attend with the couple (*florist, bakery, catering, etc*)

UNLIMITED

Unlimited contact via email or phone

PROGRESS MANAGEMENT

Monthly email “check-ins” to ensure planning is running smoothly

MATERIALS PROVIDED

General planning checklist

Preferred Vendors List

BUDGETING

Review current budget and help make any necessary changes, adjustments, or cost cutting suggestions

DESIGN AND SET-UP

Assistance with design and decor concepts

Offer event set up recommendations

Create reception floor diagram

PLANNING

Assistance with food and beverage decisions and making hotel room blocks for out-of-town guests.

Act as liaison with vendors, venue, and couple starting 90 days prior to the wedding

Confirmation of all arrangements (*time, delivery date, final guest count, quantities of materials, etc*) with vendors and services 3 weeks prior to the wedding

ITINERARY

Creation of a detailed wedding day itinerary, shared with vendors for review one (1) week prior to wedding

INVITATIONS

Assistance with etiquette and all stationery wording, as requested



R E H E A R S A L

R E H E A R S A L

Coordination of ceremony rehearsal
(1 hour)

I T I N E R A R Y

Distribute detailed wedding day itinerary
to wedding party, family and attendants

C O O R D I N A T E

Collect and coordinate final payments for
vendors, as necessary

Collect wedding day items from couple
(*marriage license, guest signage, cake knife,
cake topper, toasting flutes, candles, favors,
place cards, DIY*)

W E D D I N G
D A YT E N (1 0) H O U R S O F
O N S I T E S E R V I C E

One (1) assistant coordinator
Set-up of all wedding day items not
handled by a specific vendor (*items
provided by the couple*)

T I M E M A N A G E M E N T

Manage the flow and timing of the
ceremony and reception

L I A I S O N

Act as the primary liaison between the
wedding party, family, and vendors
Distribute final payments to vendors, as
requested

E M E R G E N C Y K I T

Use of bridal emergency kit

C E R E M O N Y

F L O W E R S

Distribute bouquets and pin flowers on
attendants and family members

S E T - U P

Oversee the set-up of the ceremony site

C O O R D I N A T I O N

Direct photographer, videographer, musicians,
rentals, florist, etc of where to set up.

Line up and cue the wedding party/musicians for
the ceremony.

Give marriage license to officiant

Ensure wedding rings are present

Collect all personal wedding items and gifts, and
deliver to reception site/designated person.

C O C K T A I L
H O U R A N D

R E C E P T I O N

S E T - U P

Oversee the set-up of the reception site.
Set up all decor not handled by a specific vendor
(*favors, menus, place cards, table designs, etc*)

L I N E U P

Line up and cue wedding party/DJ for grand
entrance

Bustle the wedding gown

Assist band/DJ in cuing important events (*parent
dances, cake cutting, etc*)

Cue bride and groom for all important events

Maintain and coordinate timeline

E N D O F D A Y

Collect all personal wedding items and gifts, and
deliver to the designated person following the
reception

Wedding Day Management

don't forget a wedding day manager, my loves! Let us light the candles, wipe off the smudges, cue the music, and orchestrate all the amazing work you put into this one special day.



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PRE - WEDDING MEETINGS

Two (2) Client/Planner meetings to walk-through the venue and discuss final logistics of the wedding day

UNLIMITED

Unlimited contact via email or phone

MATERIALS PROVIDED

General planning checklist
Preferred vendors list

DESIGN AND SET-UP

Review of all vendor contracts
Offer event set up recommendations
Create reception floor diagram

PLANNING

Act as liaison with vendors, venue, and couple *starting 30 days prior to the wedding*

Confirmation of all arrangements (*time, delivery date, final guest count, quantities of materials, etc*) with vendors and services *3 weeks prior to the wedding*

ITINERARY

Creation of a detailed wedding day itinerary, *shared with vendors for review one (1) week prior to wedding*

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Coordination of ceremony rehearsal
(1 hour)

ITINERARY

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COORDINATE

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(*marriage license, guest signage, cake knife, cake topper, toasting flutes, candles, favors, place cards, DIY*)

WEDDING DAY

TEN (10) HOURS OF ON SITE SERVICE

One (1) Assistant Coordinator
Set-up of all wedding day items not handled by a specific vendor
(*items provided by the couple*)

TIME MANAGEMENT

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