

POP & PROPS EVENT SERVICES

WEDDING PACKAGES

About

Pop and Props is a full service event company. From prop rentals to floral arrangements, Balloon decor to day of coordinating, we do it all. With over 12+ years of event planning experience, we are here to assist you in whatever way you may need.

Day of wedding coordination never starts, only the day of. Your wedding day has a lot of prep and we would be lying if we said we can get it all accomplished in just 24 hours. All you need to do is decide if you need a little love or lots of love from us!

For any additional wedding support, such as bridal shower decor, bachelorette party planning, prop rentals & more, please email us directly as pricing is not included within our wedding services.

makeitpop@propandprops.com
popandprops.com

Sincerely

Bianca Louras

Packages

Just a little Love Package

Three Months Prior to Wedding Date

- 2-3 Meeting Sessions (in person or video) – one of which will be the venue walkthrough. We want to learn your wedding vision inside and out!
- Complete wedding day management and day-of execution for up to 12hrs.
- Set-up and styling of all wedding elements ~ this is key to having your vision come to life! (seating cards, favors, guest books, table numbers, photo booth props, DIY elements)
- Distribute final payments & gratuities as needed to vendors ~ you won't have time to do this as you will be too busy having the best day of your life
- Retrieve wedding gifts/cards ~ we will monitor the flow of the card box and personally hand the cards to you at the end of the night.
- Review all your vendor contracts as needed to understand exactly what will be arriving day-of.
- Identify any missing pieces to the wedding day that may have been missed but are essential to run smoothly.
- Unlimited contact via email from the time of contract. Any phone calls, meetings, and or video chats need to be pre-scheduled
- Monthly email check-ins to ensure discussed details are going as planned
- Timeline creation and wedding day “game plan” distributed to all vendors. – we keep everyone in check!
- Vendor management – we will coordinate with all contracted wedding vendors by confirming their arrival times, getting insurance info, meal counts, confirming services booked, and any other important details, at least 1 week or more prior to the wedding.
- Greet wedding vendors and be the point of contact on the day of your wedding ~ this way no one is bothering you with any questions or concerns!
- Cross-check venue set up, making sure ceremony and reception are set to perfection
- Speech management. Check in with those about speeches, ensure they are printed, what time they will be happening, etc.
- Assist with bridal party and family for photographs
- Arrange for ALL your personal items to be packed up and given to a designated family member, room, and/or vehicle.
- FULL access to the Wedding Day “Emergency Kit” ~ Trust us, you will need it!

Packages

Lots of Love Package

Six Months Prior to Wedding Date

In addition to everything listed in “Just a little love package” you will receive:

- 5 Meeting Sessions (in person or video) – one of which will be a venue walkthrough
- Team of Coordinators – 2nd Coordinator onsite for 8hrs on the wedding day, taking full direction from your Lead Coordinator – and is the perfect addition, especially when you have a lot of moving logistics, lots of cultural elements that must go perfectly, or multiple locations day-of, like a church ceremony, non-traditional venue or off-site photo sessions. Additional hours may be added if needed, for additional charge.
- Vendor Recommendations – we can help find the perfect vendors and will get availability and pricing for you. Making it easier for you to decide on who you want to book, without all the research & hassle time. We do the leg work, you choose who to hire!
- Ceremony Rehearsal Service (\$350 value) – your coordinator will be there to provide a practice run of your ceremony and instruct your bridal party and family on what to do during the ceremony – ensuring that everyone is comfortable walking down the aisle, knows their places, where to stand and sit, etc. — All while getting everyone off to the rehearsal dinner on time!
- Date Change / Postponement Assistance – Things can happen and having to move your special day due to circumstances out of your control, can be stressful. We will make that process less stressful for you, by assisting in contacting your current vendors to get availability for new dates, get their policies/charges in the event of a date change, getting updated contracts secured for you, and anything else that needs to make the transition a smooth one – Hey, we are always in this together!
- {Most Important, because we know things can get hard} Guidance During Wedding Planning Process – We do a little more “hand-holding” with this package, which is perfect for any couple who needs even more advice and guidance throughout their time planning the perfect event. Sometimes you just need that go-to person, with that professional “wedding brain” that you can count on during those tough planning months, giving you a leg up over the average day of coordination couple!

A Little Extra

Need some help but don't want to splurge on an entire wedding planner package. Your in luck, we specialize in event planning, assisting, styling and basically anything event related. For an additional cost, you can add on any of the below items. Don't worry, you can add any of these items on at any time. Just give us a ring!

- Invitation Stuffing
- Assembly and packaging of wedding favors
- Thank you card assembly
- Gift transport and delivery
- Bridal Shower morning of set up & breakdown
- Rehearsal Dinner set up & breakdown
- Dress Fitting Attendance
- Out-of-Town guest bags — assembly and delivery

THANK
YOU

