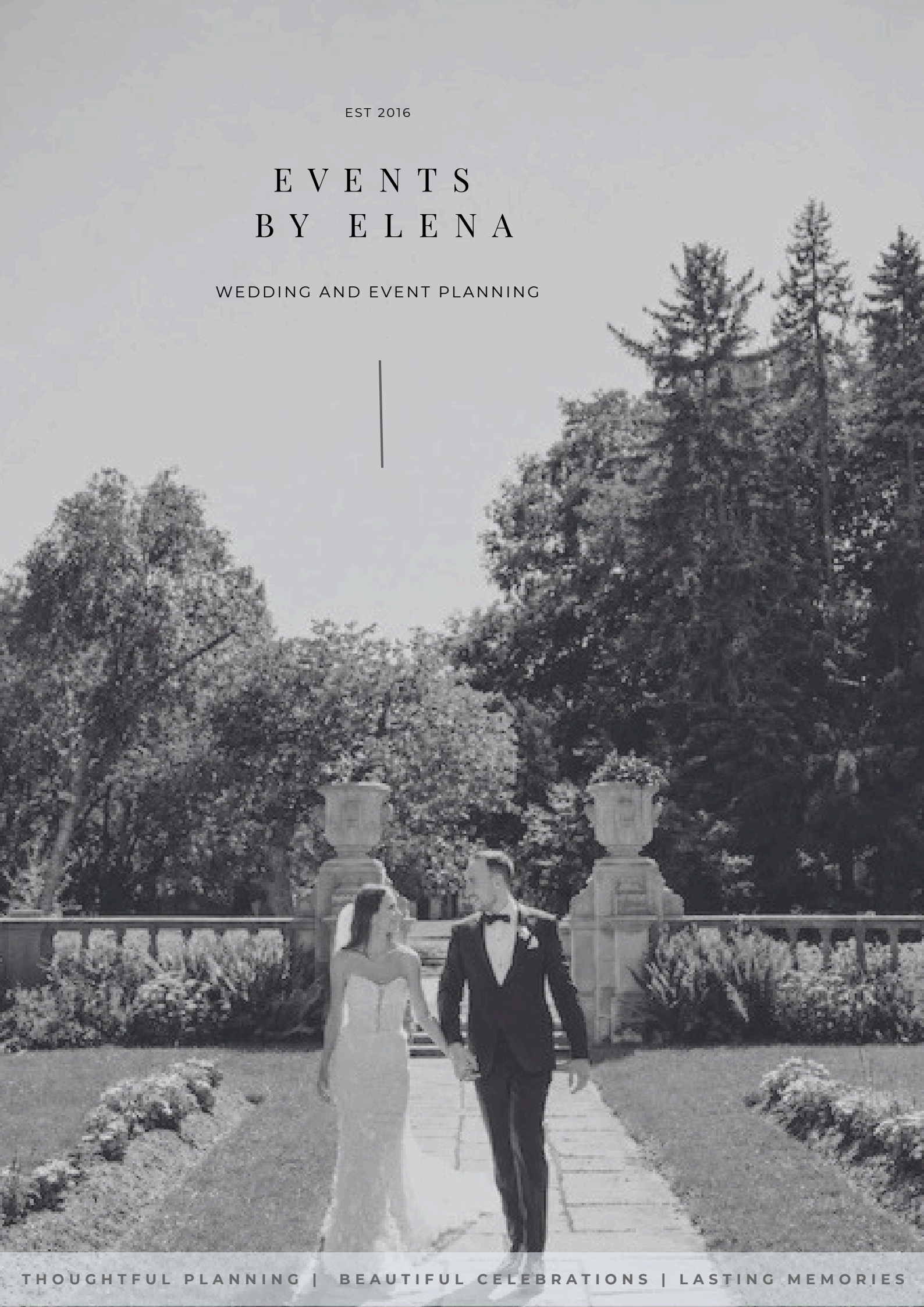


EST 2016

EVENTS BY ELENA

WEDDING AND EVENT PLANNING



THOUGHTFUL PLANNING | BEAUTIFUL CELEBRATIONS | LASTING MEMORIES



WELCOME

Your vision. Our expertise. One unforgettable day

Dear couple.

First and foremost – congratulations on your engagement! This is such a beautiful and exciting chapter in your life, and we are honored you are considering us to be part of it.

At Events By Elena, we believe every love story deserves to be celebrated with intention, creativity and care. Whether your dreaming of an intimate gathering or lavish affair; our mission is to transform your vision into a seamless and joy-filled celebration.

In the pages that follow, you will find a detailed overview of our wedding planning packages – from full service planning to month of coordination and everything in between. Each package is thoughtfully designed to meet you where you are in the planning process, with personalized expertise every step of the way. We are not just planners – we're partners, problem solvers, designers and advocates for your peace of mind. We cannot wait to learn more about your story, your style, and what will make your day you.

Elena

WHAT SETS US APART

In a world of checklists and copy and paste timelines, we offer something different, a wedding planning experience that feels deeply personal and effortlessly. Here is what makes us different.



PERSONALIZED

We do not believe in one size fits all weddings. Every celebration we plan is rooted in your story, your style and your priorities. Our process is intentionally collaborative - designed to make you feel heard, seen and supported every step of the way.



AESTHETIC MEETS EXECUTION

We bring both creative direction and operational expertise to the table. It's not about how your wedding looks - it is how it flows. Every visual is aligned with your vision and every logistical element is timed to perfection.



CALM QUIET CONFIDENCE

Our presence is intentional - calm when you need grounding, proactive when you need clarity and invisible when the moment is yours. We're a team behind the curtain, managing the unexpected, so your day feels effortless.







FULL PLANNING

Minimum investment starting \$8,000

This service offers a refined start to finish experience for couples who want every detail expertly managed and beautifully curated. From venue sourcing to vendor selection to budget guidance and timeline creation. We ensure a seamless and elevated planning process. With a strong focus on design, we develop a cohesive aesthetic tailored to your vision while handling all logistics with precision. Allowing you to be fully present and enjoy every moment.

PLANNING + MANAGEMENT

- Access to your own online wedding planning workbook with curated tools and planning resources
- Unlimited meetings via email, phone and virtual
- In-depth consultation to understand your vision, priorities and planning goals
- Budget development, allocation, management and tracking
- Custom planning roadmap and detailed planning timeline
- Vendor sourcing of all vendors and contract review
- Ongoing planning support and regular check-ins throughout entire process

DESIGN + EXPERIENCE

- Creative direction and concept development to bring your vision to life
- Mood board and design inspiration curation
- Floor plan creation for ceremony and reception
- Decor, rental and design element sourcing
- Collaboration with floral, lighting, stationary and other design vendors
- Styling guidance to ensure cohesive and elevated guest experience

LOGISTICS + COORDINATION

- Comprehensive timeline creation and management
- Coordination and communication with all vendors and venue parties
- Venue liaison, site visits, logistics
- BEO review and final details coordination
- Guest experience planning (transportation, accomodation)
- Rehearsal coordination
- Coresponding with all vendors pre wedding, communicating timeline and set up and tear down times
- Pick up services pre wedding
- Drop off services post wedding

WEDDING DAY EXECUTION

- 12 hours of event management
- 1 lead planner and event asisstant(s)
- Oversight of all vendor arrivals, set up and timeline execution
- Overseeing bride morning location, ceremony, photo shoot and reception locations
- Final styling, trouble shooting and seamless execution from start to finish
- Discreet management of any issues that arise behind the scenes
- Reception mangement including key moments and transitions
- Access to full stocked emergency kit



PARTIAL PLANNING

Minimum investment starting \$6,000

Designed for couples who have already begun planning their wedding but want expert guidance to refine and complete their vision. This service allows us to step in at any point in the planning process and seamlessly take the lead from there. We build upon what's already in place - elevating design, organizing logistics and managing all remaining details with intention. Ensuring a cohesive, polished and beautifully executed celebration.

PLANNING + MANAGEMENT

- Access to your own online wedding planning workbook with curated tools and planning resources
- Unlimited meetings via email, phone and virtual
- In-depth consultation to access your planning progress, vision and priorities
- Budget review, allocation and management
- Custom planning roadmap and detailed planning timeline
- Vendor sourcing of all remaining vendors and contract review
- Ongoing planning support and regular check-ins throughout entire process

DESIGN + EXPERIENCE

- Design direction and concept refinement to elevate your vision
- Mood board and design inspiration curation
- Floor plan review and creation for ceremony and reception
- Decor, rental and design element sourcing
- Collaboration with floral, lighting, stationary and other design vendors
- Styling guidance to ensure cohesive and elevated guest experience

LOGISTICS + COORDINATION

- Comprehensive timeline creation and management
- Coordination and communication with all vendors and venue parties
- Venue liaison, site visits, logistics
- BEO review and final details coordination
- Guest experience planning (transportation, accommodation)
- Rehearsal coordination
- Corresponding with all vendors pre wedding, communicating timeline and set up and tear down times
- Pick up services pre wedding
- Drop off services post wedding

WEDDING DAY EXECUTION

- 12 hours of event management
- 1 lead planner and event assistant(s)
- Oversight of all vendor arrivals, set up and timeline execution
- Overseeing bride morning location, ceremony, photo shoot and reception location
- Final styling, trouble shooting and seamless execution from start to finish
- Discreet management of any issues that arise behind the scenes
- Reception management including key moments and transitions
- Access to full stocked emergency kit





MONTH OF + DESIGN

Minimum investment starting \$4,200

For the couple who's planned the framework, but would like refined, cohesive and elevated finish. This hybrid service is tailored for couples who have already booked their venue and key vendors but want professional design guidance and a seamless month-of coordination experience. You have built the foundation now allow us to elevate details and bring everything together with intention, clarity and modern sophistication. We will fine-tune your aesthetic vision, curate visual elements and oversee full wedding day with expert precision.

PLANNING + MANAGEMENT

- Access to your own online wedding planning workbook with curated tools and planning resources
- Unlimited meetings via email, phone and virtual
- In-depth consultation to access your planning progress, vision and priorities regarding decor and design related categories
- Budget review, allocation and management for decor related categories
- Vendor sourcing of all design and decor related vendors
- Ongoing planning support and regular check-ins throughout entire design process

DESIGN + EXPERIENCE

- Full refinement and development of your overall wedding design
- Mood board and design inspiration curation
- Floor plan review and creation for ceremony and reception
- Decor, rental and design element sourcing
- Collaboration with floral, lighting, stationary and other design vendors
- Styling guidance to ensure cohesive and elevated guest experience

LOGISTICS + COORDINATION

- Comprehensive timeline creation and management
- Coordination and communication with all vendors and venue parties
- Venue liaison, site visits, logistics
- BEO review and final details coordination
- Guest experience planning (transportation, accomodation)
- Rehearsal coordination
- Cooresponding with all vendors pre wedding, communicating timeline and set up and tear down times

WEDDING DAY EXECUTION

- 12 hours of event management
- 1 lead planner and event asisstant(s)
- Oversight of all vendor arrivals, set up and timeline execution
- Overseeing bride morning location, ceremony, photo shoot and reception location
- Final styling, trouble shooting and seamless execution from start to finish
- Reception mangement including key moments and transitions
- Discreet management of any issues that arise behind the scenes
- Access to full stocked emergency kit



EVENT DAY MANAGEMENT AKA “MONTH OF COORDINATION”

Minimum investment starting \$2,800

For the discerning couple who has curated their vision and now seeks flawless execution. Planning a wedding is a labor of love and when the day finally arrives you deserve to be fully present, confident that every moment is unfolding with precision and grace. Our Event Day Management package is designed for couples who have thoughtfully planned their celebration and now desire a seasoned professional to orchestrate the final details. We step in during the final weeks, take the reins and ensure every element from vendor timing and guest experience is impeccably aligned. The result? A seamless stress-free day that exceeds your expectations and leaves a lasting impression.

PLANNING + MANAGEMENT

- Access to your own online wedding planning workbook with curated tools and planning resources
- Unlimited meetings via email, phone and virtual
- Detailed timeline creation and day-of- schedule development
- Vendor confirmations
- Final design, layout and floor plan review
- Logistics review including load in - set up and strike details
- Creation and distribution of final timeline to vendor

DESIGN + EXPERIENCE

- Review of existing design plans and details
- Final decor, rental and design element organization
- Alignment of ceremony and reception layout and flow
- Styling touch points and final placement guidance for day of wedding

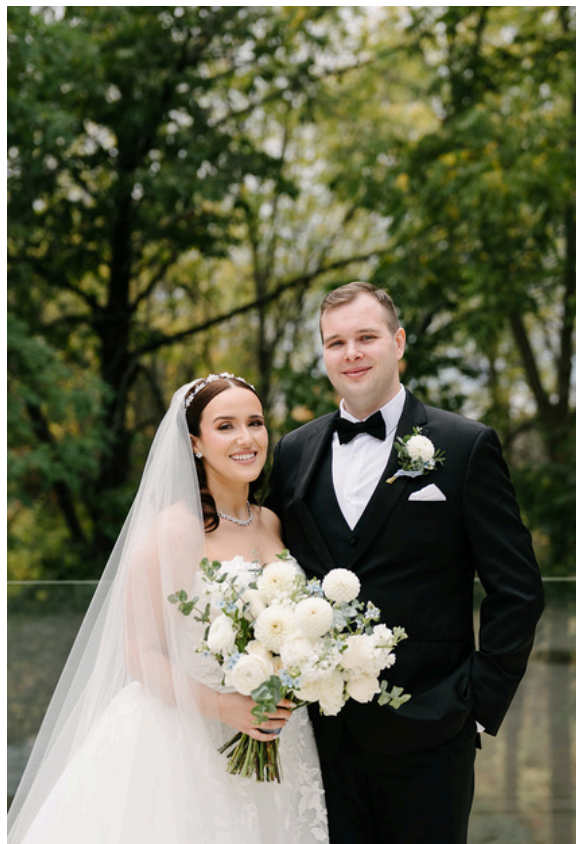
LOGISTICS + COORDINATION

- Comprehensive timeline creation and management
- Coordination and communication with all vendors and venue parties
- Venue liaison, site visits, logistics
- BEO review and final details coordination
- Guest experience planning (transportation, accommodation)
- Rehearsal coordination
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WEDDING DAY EXECUTION

- 12 hours of event management
- 1 lead planner and event assistant(s)
- Oversight of all vendor arrivals, set up and timeline execution
- Overseeing bride morning location, ceremony, photo shoot and reception
- Final styling, trouble shooting and seamless execution from start to finish
- Reception management including key moments and transitions
- Access to full stocked emergency kit

KIND WORDS



“ ELENA IS THE BEST!!

If you're looking for a wedding planner who is organized, diligent, communicative, no-nonsense, kind, and incredibly efficient – hire Elena. From start to finish, she guided us every step of the way.

I'll admit, I can be a bit of a people pleaser, but having her in our corner allowed us to truly have the wedding of our dreams. She advocated for us, protected our vision, and made the whole process feel manageable.

On the day of our wedding, my husband and I were able to be fully present and actually enjoy every moment – something I didn't think was possible.

Elena and her team handled everything with such ease and grace. It was genuinely one of the best days of my life, and Elena played a huge part in making that happen.

We cannot recommend her enough. ”

KIND WORDS



“ Working with Elena was one of the very best decisions we made for our wedding. From the very beginning, she showed incredible dedication, professionalism, and care. She has such a gift for organization and attention to detail, and she always made us feel like our wedding was a priority. Elena was available for meetings whenever we needed her, and she consistently came prepared with solutions, ideas, and reassurance. She went far above and beyond what we ever expected. She personally picked up our signs and menus from distant places, ensured every bow on our favours was tied perfectly, and handled countless details behind the scenes that we never even had to think about. On the day of the wedding, Elena and her assistants were absolute lifesavers. They took care of everything with kindness, calm, and efficiency so that we could truly enjoy our day without worry. Her team anticipated our needs before we even voiced them. At one point, when my feet were blistered, one of her assistants went out of their way to get me shoes so I could stay comfortable and keep celebrating. Later, when we noticed a stain on my husband’s jacket, they literally scrubbed it clean for us so he could look flawless for our photos. That level of care and thoughtfulness is something we will never forget.

Elena is a true gem who made our wedding seamless, joyful, and stress free. She has such a talent for making every couple feel special, and we cannot imagine our day without her guidance and support. We wholeheartedly recommend her to anyone planning a wedding. If you want someone who will go above and beyond in every way, Elena is the planner for you.. ”



NEXT STEPS

YOU'RE PLANNING EXPERIENCE STARTS HERE

01. INQUIRE

Submit an inquiry and let us know a little about your celebration

02. CONNECT

We'll schedule a discovery call to learn more about your vision

03. PROPOSAL

You'll receive a customized proposal tailored to your needs and celebration

04. BOOK & BEGIN

Once you're ready, we'll secure your date and start planning together

05. ENJOY

Relax and be present. We'll handle the details and bring your dream day to life.



LET'S CONNECT



info@eventsbyelena.com



[@eventsbyelena](https://www.instagram.com/eventsbyelena)



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