



Talwar Weddings & Events

EVENT PLANNING

Package Service Offerings

2025 & 2026 Weddings

Every package can be customized
to meet your needs, just ask :)

Contact

Email	TalwarWeddings@gmail.com
Website	TalwarWeddings.com
Instagram	@TalwarWeddings
Location	Based in Washington DC



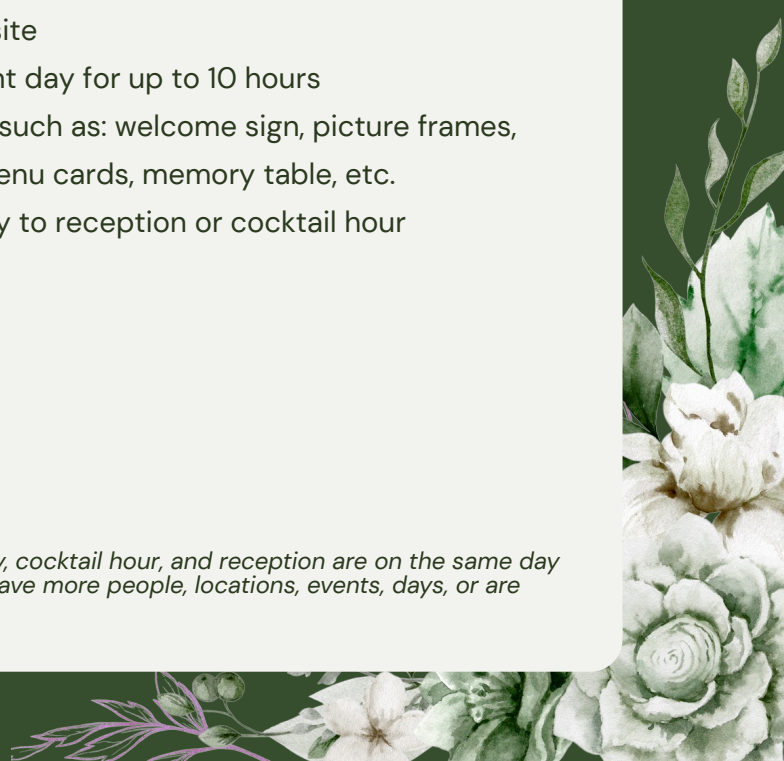


Wedding Coordination Package:

\$1,000*

- Personable, coordination services beginning 12 weeks prior to event date
- Act as the liaison between client & vendors for logistical purposes the month of wedding
- Assist with arranging reception layout (seating, tables, bars, gift table, sweetheart table, high top tables, memory table)
- Assist wedding party prior to ceremony
- Attend ceremony rehearsal (if desired)
- Attend final walk through
- Ceremony & reception coordination
- Collect any celebration elements & gifts to return to designated person or location
- *Communicate with contracted vendors to coordinate deliveries & installations*
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Conduct final seating, table, & decor check prior to guest arrival to reception
- Coordinate distribution of vendor gratuities on the day of as needed
- Cue all music changes & speeches with band and DJ
- Cue guest of honor & family for special moments according to timeline
- Cue vendor timing throughout event according to timeline
- Detailed run of show creation assistance & distribution to vendors for wedding day events including timeline, seating plan, photography shot list, VIPs & vendor info, & "do not play" list
- Guide processional, recessional, & grand entrance
- Manage set-up & break down of reception site
- On-site management & support during event day for up to 10 hours
- Organize & set up the couple's decor items such as: welcome sign, picture frames, escort cards, table numbers, place cards, menu cards, memory table, etc.
- Oversee timely "flip" of room from ceremony to reception or cocktail hour

*Price is for <200 person weddings in which the ceremony, cocktail hour, and reception are on the same day in 1 location within 30 miles of DC. Price increases if you have more people, locations, events, days, or are farther away.



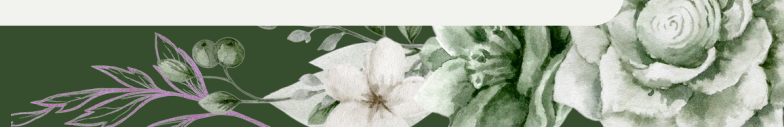


Partial Wedding Planning Package:

\$2,000*

- **Access to extensive spreadsheet designed for wedding planning**
- Act as the liaison between client & vendors for logistical needs
- **Advise menu planning regarding budget and vision**
- **Arrange rental delivery & pickup of furniture, tables, chairs, etc**
- **Arrange transportation service (if desired)**
- Assist with arranging reception layout (seating, tables, bars, gift table, sweetheart table, high top tables, memory table)
- Assist wedding party prior to ceremony
- **Assist with decor & design creation in alignment with budget & vision**
- **Assist with wording & styling for save the dates, invitations, programs, & menus**
- Ceremony & reception coordination
- Collect any celebration elements & gifts to return to designated person or location
- **Communicate with contracted vendors to coordinate deliveries & installations**
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Conduct final seating, table, & decor check prior to guest arrival to reception
- Coordinate distribution of vendor gratuities on the day of as needed
- Cue all music changes & speeches with band and DJ
- Cue guest of honor & family for special moments according to timeline
- Cue vendor timing throughout event according to timeline
- Detailed run of show creation assistance & distribution to vendors for wedding day events including timeline, seating plan, photography shot list, VIPs & vendor info, & "do not play" list
- Guide processional, recessional, & grand entrance
- Manage set-up & break down of reception site
- **Monthly check-in calls & unlimited questions via email to regularly check on client's progress & to-do lists together**
- **Negotiate guest hotel room blocks (if desired)**
- **On-going budget analysis & support**
- On-site management & support during event day for up to 10 hours
- Organize & set up the couple's decor items such as: welcome sign, picture frames, escort cards, table numbers, place cards, menu cards, memory table, etc.
- Oversee timely "flip" of room from ceremony to reception or cocktail hour
- **Recommend vendors based on event budget & style**
- **Request proposals & negotiate with all remaining needed vendors for the event day**
- **Schedule & attend catering tastings**
- **Schedule & attend ceremony rehearsal (if desired)**
- **Schedule & attend final walk through**
- **Schedule & attend vendor meetings and interviews**

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Full Wedding Planning Package:

\$3,000*

- Access to extensive spreadsheet designed for wedding planning
- Act as the liaison between client & vendors for logistical needs
- Advise menu planning regarding budget and vision
- Arrange any rental delivery & pickup of furniture, tables, chairs, etc
- Arrange transportation service (if desired)
- Assist wedding party prior to ceremony
- Assist with arranging reception layout (seating, tables, bars, gift table, sweetheart table, high top tables, memory table)
- Assist with decor & design creation in alignment with budget & vision
- Assist with wording & styling for save the dates, invitations, programs, & menus
- Ceremony & reception coordination
- Collect any celebration elements & gifts to return to designated person or location
- Communicate with contracted vendors to coordinate deliveries & installations
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Conduct final seating & table check prior to guests welcomed to reception
- Coordinate distribution of vendor gratuities on the day of event as needed
- Cue all music changes & speeches with band/DJ
- Cue guest of honor & family for special moments according to timeline
- Cue vendor timing throughout event according to timeline
- Detailed run of show creation assistance & distribution to vendors for wedding day events including timeline, seating plan, photography shot list, VIPs & vendor info, & "do not play" list
- Guide processional, recessional, & grand entrance
- Manage set-up & break down of wedding site
- Monthly check-in calls & unlimited questions via email to regularly check on client's progress & to-do lists together
- Negotiate guest hotel room blocks (if desired)
- On-going budget analysis & support
- On-site management & support during event day for up to 10 hours
- Organize & set up the couple's decor items such as: welcome sign, picture frames, escort cards, table numbers, place cards, menu cards, memory table, etc.
- Oversee timely "flip" of room from ceremony to reception or cocktail hour
- **Recommend venues and vendors based on event budget & style**
- Request proposals & negotiate with all remaining needed vendors for the event day
- Schedule & attend catering tastings
- Schedule & attend ceremony rehearsal (if desired)
- Schedule & attend final walk through
- Schedule & attend vendor meetings & interviews
- **Venue analysis, search, site visits, contract negotiation, & finalize booking details.**

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