A wedding & event planner and coordinator in Stafford, Virginia

### About Amanda

Amanda Lovett is a Certified Wedding Planner and Event Management Coordinator in the Stafford, Virginia, Washington, DC, and central Virginia surrounding area. Amanda brings over 20 years of event planning and management experience at venues, vendors, and planning and coordinating weddings and events for family, friends, and her personal wedding and events.

She specializes in planning and designing weddings, venue selection, vendor selection, vendor management, guest and bridal party management, event set up, catering, and wedding day coordination. In addition to weddings, Amanda also specializes in providing planning and coordination services for bridal activities, engagement parties, bridal showers and bachelorette/bachelor parties, spa & wellness retreats, rehearsal & rehearsal dinners, and morning after brunch, as well as private events.

When Amanda is not planning and coordinating weddings, she is a High School Biology and Earth Science teacher, Marine Scientist, and yoga instructor. She has two beautiful children, two dogs, and two cats. In her spare time, Amanda loves to go to the beach, hike, paddleboard, go camping, playing music, and doing yoga with the kids. She also has a passion for designing and photography and would love to incorporate her passion into your event!



### Full Service Wedding Day Planning & Coordination Package

Starts at \$5,000

- o 2 hour meetings\*
- o Virtual & In Person
- o 100 hours total for Meetings & Events
- Wedding Planning & Day of Coordination
  - Wedding Planning
  - o Budgeting
  - o Wedding Design
  - Vendor Management & Coordination
  - o Set Up & Decorating
  - o Event Management & Coordination

\*Add to All Inclusive Package for all Wedding



#### **Wedding Events Package**

Starts at \$5,000

- o Engagement Party
- o Wedding Dress Shopping
- o Bridal Shower
- o Bachelorette Party
- o Bachelor Party
- o Rehearsal
- o Rehearsal Dinner
- o Morning After Brunch
- o Spa & Wellness Retreats
- o Wedding Day Management







#### **All Inclusive Package**

### Wedding & Events Planning & Coordination Package

Starts at \$10,000 (\$5,000 Full Service + \$5,000All Inclusive Events)

- Up to 2 hour meetings\*
  Virtual & In Person
- o 200 hours total for Meetings & Events
- Includes Full Service Wedding Day Package + Wedding Events Package





### <u>Partial Planning/Month of Planning & Coordination</u>

Starts at \$2,500

- o 2 hour meetings\*
- o Virtual & In Person
- o Abridged Full Service Planning & Coordination
- o 50 hours for Meetings & Events- Abridged Meeting Agendas

\*Add to All Inclusive Package for other Wedding Events



#### **Day of Wedding Coordination**

Starts at \$1,500

- o 1-2 hour meetings\*
- o 20 hours for Meetings & Events-Abridged Agenda
- o Day of Coordination
  - Couple Coordination Meetings
  - o Vendor Coordination
  - o Bride & Groom Prep
  - o Bridal Party Management
  - o Set Up & Decorations
  - Wedding Ceremony Lineup & Coordination
  - o Running the show during the Reception
  - \*Add to All Inclusive Package for other Wedding Events

\*\$1,000 per extra personnel



#### A la Carte Wedding Planning and/or Coordination

Custom Pricing (\$100 per hour)

- o 1-2 hour meetings\*
- o Choose from Full Service Agenda Items

\*Add to All Inclusive Package for other Wedding Events



#### **Country Charm House Venue Rental**

#### Starts at \$5,000

- o Intimate Weddings- Up to 50 Guests
- o Backyard Venue
- Gardens
- o Koi Pond
- o Forest Backdrop
- o Natural Floral
- o Patio
- o Gazebo with mesh screen
- o Wood Firepit
- o Gas Fire table
- o Front Wrap Around Porch
- o Back Porch with Arbor
- o Outdoor Lighting
- o Outdoor Furniture-
  - 2Outdoor Sofa Conversation sets
  - 2 Outdoor Patio table and chair sets
  - o Adirondack Chairs
- o Outdoor Bar
- o Rentals can be added
- o Music & Speakers Included- Make your own Playlist
- o Your Choice of Catering/Food
- o Bridal Suite & Grooms Quarters

\*Add Spa & Wellness Retreat Wedding Weekend

\*Add to Full Service or All Inclusive Wedding Planning & Coordination

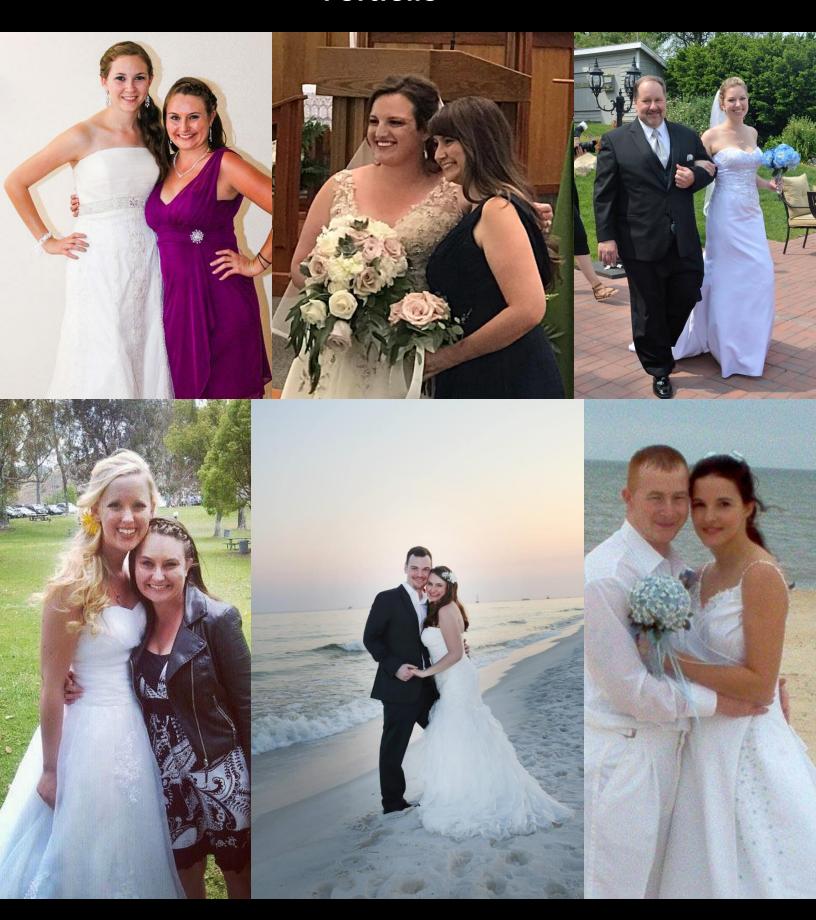


### Our Services

- 1. Introduction
- 2. Budget Management
- 3. Guest List & Bridal Party
- 4. Element Ranking
- 5. Timeline & Dates
- 6. Theme & Colors
- 7. Honeymoon
- 8. Location & Venues
- 9. Venue Visits\*
- 10. Officiant & Marriage License
- 11. Venue, Date, & Officiant Selection
- 12. Save the Dates & Invitation
- 13. Bridal Party Invitations
- 14. Engagement Party
- 15. Rentals
- 16. Photography & Videography
- 17. Décor & Floral
- 18. Food & Drinks
- 19. Cake & Dessert
- 20. Traditional elements, specialty elements,
- 21. Remembrance pieces
- 22. Music & DJ
- 23. Wedding Dress & Accessories
- 24. Bridesmaid Dresses
- 25. Mother of the Bride/Groom Attire
- 26. Groom & Groomsmen Attire
- 27. Alterations

- 1. Vendor Coordination Updates/ Check In
- 2. Formal Invitations
- 3. Travel, Accommodations
- 4. Transportation
- 5. Seating Arrangements & Signs
- 6. Wedding Hair & Makeup
- 7. Bridal Shower
- 8. Bachelorette Party
- 9. Bachelor Party
- 10.Wedding Weekend Events
- 11. Spa & Salon
- 12. Rehearsal & Rehearsal Dinner
- 13. Day of Coordination
- 14. Morning After Brunch
- 15. Marriage Advice & Counseling
  - 1. Financial
  - 2. Communication
  - 3. Date Nights
  - 4. Intimacy
  - 5. Children
  - 6. Hard Times
- 16. Vows & Readings
- 17. Summary of Entire Event
- 18. Changes & Updates
- 19. Event Weekend Coordination

#### Portfolio



### **Our Contact**

Please feel free to check out my Social Media & Pinterest Boards

Lovett Weddings & Events, LLC www.pinterest.com/alovettevents

Follow me on Instagram www.instagram.com/LovettWeddingsEvents

#### <u>Facebook</u>

Facebook.com/Lovett Weddings & Events, LLC

Website

www.lovettevents.com

Contact: Amanda Lovett

Wedding Planner & Coordinator

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