



Thank You

Thank you so much for inquiring with us! You are well on your way to a wedding come true. We cannot wait to meet you. Your vision along with our expertise will surely make this a celebration to remember; every detail beautifully crafted with you in mind.

There is no better way to start the beginning of the rest of your life!



Felita and her team were absolutely amazing. Our day was perfect and I felt like Felita had my best interests at heart for the whole event. Felita has the sweetest personality, but can also take charge when needed. I loved that about her. I would recommend That Spark Events to anybody looking for a wonderful and professional team to make your big day perfect. ~ **Jennifer & Darius**

Table of Contents



Wedding Planning – Page 2
Day of Coordination – Page 3
Design and Décor – Page 3
Décor Packages – Page 4
Wedding FAQ – Page 5
Birthdays, Showers, and more – Page 6



* Our Packages *

Full Service Wedding Planning:

- 🍷 Wedding Budget
- 🍷 Vendor communication and organization
- 🍷 Wedding décor and design assistance
- 🍷 Floor plan and timeline management
- 🍷 Guest list management
- 🍷 Stationary selection
- 🍷 Preferred vendor recommendations
- 🍷 Favor and gift selection
- 🍷 Wedding Concierge service
- 🍷 Rehearsal and Day of Coordination
- 🍷 Event management and staff



	> 50 guests	51 – 100	101-150	151 – 200	< 200 guests
Mon-Thurs	\$1700	\$1800	\$1900	\$2000	\$2200 +
Fri-Sun	\$1900	\$2000	\$2200	\$2400	\$2700 +



Partial Service Wedding Planning:

- 🍷 Wedding Budget
- 🍷 Vendor communication and organization
- 🍷 Wedding décor and design assistance
- 🍷 Floor plan and timeline management
- 🍷 Preferred vendor recommendations
- 🍷 Rehearsal and Day of Coordination
- 🍷 Event management and staff

	> 50 guests	51 – 100	101-150	151 – 200	< 200 guests
Mon-Thurs	\$1250	\$1400	\$1550	\$1650	\$1850 +
Fri-Sun	\$1350	\$1550	\$1650	\$1750	\$2050 +

Day of Wedding Coordination:

- 🍷 Vendor communication and organization
- 🍷 Floor plan review
- 🍷 Timeline management
- 🍷 Rehearsal direction
- 🍷 Ceremony and Reception
- 🍷 Event management and staff



	> 50 guests	51 – 100	101-150	151 – 200	< 200 guests
Mon-Thurs	\$800	\$900	\$950	\$1000	\$1250 +
Fri-Sun	\$900	\$950	\$1000	\$1050	\$1400 +



Design and Decor Services:

- 🍷 You give us the style, the color palette, and the vision; and we deliver a masterpiece.
- 🍷 4 great packages to choose from with décor ranging from simple elegance to over the top glamour.
- 🍷 No two weddings are the same. We fuse each design with your very own personality and style ensuring that each design is as unique as you are.

	> 100 guests	101-150	151-200	< 200 guests
Essentials Package	\$1700	\$2700	\$3700	\$4700 +
Standard Package	\$2400	\$3400	\$4400	\$5400 +
Premium Package	\$2900	\$3900	\$4900	\$5900 +
Luxury Package	\$3400	\$4400	\$5400	\$6400 +

See what's included in each package on page 4.

* *Décor Package Options* *

What's Included?	Essentials Package	Standard Package	Premium Package	Luxury Package
Draped and/or flowered arch, arbor, or canopy	X	X	X	X (upgraded)
Pew or aisle décor	X	X	X	X (upgraded)
Linen for unity ceremony table	X	X	X	X
Printed Wedding Programs and Menus		X	X	X (upgraded)
Linens for all tables	X	X	X	X (upgraded)
Food and service table linens	X	X	X	X
Chair covers (if needed)	X	X	X	X
Charger Plates		X	X	X
Linen napkins	X	X	X	X
Brooch Napkin rings			X	X
Water goblets			X	X
Looks like Silverware (knife, spoon, & 2 forks per setting)			X	
Real Silverware (knife, spoon, and 2 forks per setting)				X
Live floral centerpieces and/or candles	X	X	X	X (upgraded)
Decorative table accents	X	X	X	X (upgraded)
Table numbers	X	X	X	X
Décor for sweetheart table	X	X	X	X
Décor for head tables	X	X	X	X
Décor for cake and gift tables	X	X	X	X
Up to 6 Uplights		X	X	
Up to 10 uplights				X
Gobo monogram light (Name in Lights)		X	X	X
Keepsake cake knife set		X	X	X (upgraded)
Custom Card box		X	X	X (upgraded)
Keepsake Toasting glasses		X	X	X (upgraded)
Total for a guest count of 100:	\$1700*	\$2400*	\$2900*	\$3400*

Essentials or Standard package: 8 people will be seated per six foot banquet table, 10 people will be seated per eight foot banquet table, and 10 people will be seated per 60" round table.

Premium or Luxury package: 6 people will be seated per six foot banquet table, 8 people will be seated per eight foot banquet table, and 8 people will be seated per 60" round table.

* Other table shapes and sizes are fine but must be discussed. *

** Frequently Asked Questions **

- 1. How soon before my wedding should I book?** For wedding planning services, whether Full Service or Partial, we require at least 6 months of planning time and a maximum of 14 months. We are happy to get you started prior to 14 months, but in our experience longer planning periods tend to be more stressful on the couple, and it is our desire to alleviate as much of that stress as possible.
- 2. Do you require a deposit?** Yes. We require a 25% deposit and a signed contract to secure your date (50% for Day of Coordination and Parties).
- 3. Are you licensed and insured?** Yes. Our license was issued by the City of Charleston, and we do carry liability insurance. We will obtain licensing from other municipalities if necessary for your event.
- 4. Will I be able to choose my own flowers and décor if I hire you for design services?** Yes and no. We spend quite a bit of time getting to know you and collaborating with you to figure out what your style and personality is before we begin working on your wedding design. We will share an Inspiration board with you where you will be able to share photos with us that inspire you and your vision. We will use everything that we have come to learn about you and create a beautiful celebration with you in mind. We will schedule a mock table consultation where you will be able to see 1 mock table and get a glimpse into the design. You will be able to make some changes to the design at that time if necessary, however, when you book with us for design services, you are booking a signature design by us. So, it is a very good idea for you to have a look at some of our past works prior to booking with us to see if we are a good fit for what you have in mind. If you are not willing to grant creative freedom to a wedding designer, then you might be better fitted to hiring a florist instead.
- 5. Will you setup and breakdown?** All our services include setup and breakdown. With the exception of our design and décor service, tables and chairs are not included in setup and breakdown because in most cases the rental companies will take care of this. If incidentally tables and chairs will need to be setup and broken down a flat fee of \$160 will be charged. In addition, breakdown does not include cleaning such as the bussing or clearing of food and drink messes on tables, trash removal, sweeping and mopping, etc. Typically, your caterer will take care of trash removal and the bussing of tables (make sure to ask), however if more is required by the venue, you may think about booking a post-event cleaning service. We do offer this service at \$75 per 50 guests, however, if we are simply left to do the cleaning without notice, a service charge of \$100 per 50 guests will be charged.
- 6. What is Wedding Concierge?** Our wedding concierge service is offered for Full Service Wedding Planning only. As a part of this service we will run small errands for you before and after the wedding to include things such as picking up and returning a rented cake stand, picking up and returning rented attire, dropping announcements off at the post office on the day after the wedding, delivering the bridal gown to be preserved after the wedding, etc. Reasonable notice must be given. Pickup and return times and dates must be pre-discussed.
- 7. Do I have to use your preferred vendors?** Not at all. You may use any vendor you so choose on your wedding day. We only offer you ours because they are vendors that we have come to know and trust, and we would love to share them with you. However, we would be more than happy to work together with any selected vendor you choose to make yours a most amazing wedding day.
- 8. How many weddings do you plan per year? Per month? Per weekend?** It does vary a bit. On average we plan approximately 20 events per year. There are sometimes 3 or 4 events in one month and then none in other months. Rest assured we never overload and will only ever do one wedding per day. We may from time to time have 2 weddings in one weekend if they are for design services only and do not include Day of Coordination.
- 9. Why do rates jump so much higher for weddings with over 200 guests?** A 200 guest wedding is considered a large wedding, but a wedding with more the 200 guests is huge. Typically we will only assign 1 planner to each wedding, however, for a wedding of that size, we will assign a 2 planner team for quality assurance. The rate increase does reflect compensation for the 2nd planner.

* Birthdays, Showers, and More *

Party Design:

All Custom Party Designs Include:

- 🍷 Linens for guest tables
- 🍷 Linens for up to 3 food tables
- 🍷 Linens for cake (dessert) and gift tables
- 🍷 Themed centerpieces and decor for all guest tables and up to one (1) dessert table
- 🍷 Place Settings (1 plate, 1 cup, and 1 napkin for every place setting which may or may not be disposable and may or may not be set at guest tables pending the design)
- 🍷 One (1) balloon or other party backdrop for the honor table or candy table pending the design
- 🍷 Candy buffet with assorted candies and desserts in chosen colors and/or theme
- 🍷 One (1) custom Pin or Sash or Crown for honor guest

	> 8 guests	8-16	16-24	24-32	32-40	40-48	48-56	56-64	64-72	72-80
Mon-Thurs	\$430	\$475	\$550	\$610	\$690	\$730	\$780	\$830	\$880	\$930
Fri-Sun	\$450	\$500	\$575	\$650	\$725	\$775	\$825	\$875	\$925	\$975

For guest counts higher than 80, please inquire for a quote



She can turn a dream into reality. Excellent designer & very organized! My son's baseball themed baby shower was a success thanks to That Spark Events. Thank you for the beautiful decor! ~ **Jzmayca K.**