



# Dear Bride and Groom,

**Congratulations on your engagement!** My name is Joyce Lee and I am the only Bilingual Chinese/English wedding planner in Atlanta, Georgia.

Helping engaged couples plan a wedding in an efficient manner that showcase their own unique styles and cultural heritage is the hallmark of the weddings that I planned and coordinated.

If you want to save time, energy and money while having fun planning your wedding, I would like to help.

Reviews from past clients are available online at: <https://www.weddingwire.com/biz/showcase-your-style-event-planning-llc-atlanta/8f8cad8ae2928784.html>

Please know that I will always work with you to create a personalized package based on your budget and desired level of services. The pricing in this document is meant to be used as a guideline only.

Please contact me to schedule your FREE initial consultation meeting. I look forward to talking with you.

Sincerely,



**Tel:** 404.754.1420

**Email:** [joylee3721@gmail.com](mailto:joylee3721@gmail.com)

**Wechat ID:** joylee3721



[www.syseventplanning.com](http://www.syseventplanning.com)

## Which package should I book?

| Full Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Partial Planning                                                                                                                                                                                                                                                                                                                                                                                | Wedding Day Management<br>(Coordination only)                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Just started wedding planning</li> <li>• Need guidance on budget allocation</li> <li>• Not sure how to afford the wedding of your dream</li> <li>• No time to sort through all the venues</li> <li>• No time to research all the vendor categories</li> <li>• Not sure how to begin the wedding planning process</li> <li>• Need someone to answer your wedding planning questions or resolve the wedding planning issues that you face</li> <li>• Need someone to be in charge on your wedding day to coordinate everything for you</li> </ul> | <ul style="list-style-type: none"> <li>• Already picked a venue</li> <li>• Already picked some vendors</li> <li>• No time to finish wedding planning on your own</li> <li>• Need someone to answer your wedding planning questions or resolve the wedding planning issues that you face</li> <li>• Need someone to be in charge on your wedding day to coordinate everything for you</li> </ul> | <ul style="list-style-type: none"> <li>• Already picked all your vendors</li> <li>• Two months or less from your wedding date</li> <li>• Need someone to be in charge on your wedding day to coordinate everything for you</li> </ul> |

## What is included in each package?

| Full Planning**                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Partial Planning                                                                                                                                                                                                                                                                                                                                                                                                             | Wedding Day Management<br>(Coordination only)                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Venue Search &amp; Recommendation</b></li> <li>• <b>Attend Venue Site Visits (up to three site visits)</b></li> <li>• Budget Review and Allocation</li> <li>• Theme/Color/Style/Wedding Day Design Assistance</li> <li>• Vendor Research &amp; Recommendation</li> <li>• <b>Attend Vendor Meetings (up to 3 vendor meetings)</b></li> <li>• Client support via telephone/email (answer all your wedding planning questions)</li> <li>• Include at least 2 In-person Planning Meetings</li> <li>• <b>Always includes Wedding Day Management Package</b></li> </ul> | <ul style="list-style-type: none"> <li>• Budget Review and Allocation (if desired)</li> <li>• Theme/Color/Style/Wedding Day Design Assistance (if desired)</li> <li>• Vendor Recommendation</li> <li>• Client support via telephone/email (answer all your wedding planning questions)</li> <li>• Include at least 2 In-person Planning Meetings</li> <li>• <b>Always includes Wedding Day Management Package</b></li> </ul> | <ul style="list-style-type: none"> <li>• Include 1 planning meeting to go over details and 1 site visit.</li> <li>• Wedding Day Timeline Development.</li> <li>• Vendor Details Confirmation via telephone/email.</li> <li>• Conduct wedding rehearsal (if desired)</li> <li>• Oversee vendor set up.</li> <li>• Distribute any wedding day payments.</li> <li>• Be the on-site manager on Wedding Day for up to 8 consecutive hours.</li> </ul> |

\*\*Best Value – Balanced Budget, Cohesive Planning, Time & Money Savings:

*This package allows the planner to look at your overall budget and recommend venues & vendors that will best meet your budget and style which saves you time and money!*

*Which is the starting price for each package?*

Full Planning

**\$3500**

Partial Planning

**\$2500**

Wedding Day Management  
*(Coordination only)*

**\$1500**

*What will determine the final pricing for each package?*

| Full Planning**                                                                                                                                                                                                                                                                       | Partial Planning                                                                                                                                                                                                                                                                      | Wedding Day Management<br><i>(Coordination only)</i>                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Number of Guests</li> <li>• Amount of time until Wedding Date</li> <li>• Amount of research desired for each vendor category</li> <li>• Number of In Person Planning meeting desired</li> <li>• Number of Vendor Meetings desired</li> </ul> | <ul style="list-style-type: none"> <li>• Number of Guests</li> <li>• Amount of time until Wedding Date</li> <li>• Amount of research desired for each vendor category</li> <li>• Number of In Person Planning meeting desired</li> <li>• Number of Vendor Meetings desired</li> </ul> | <ul style="list-style-type: none"> <li>• Number of Guests</li> <li>• Amount of time until Wedding Date</li> </ul> |

*Thank You*

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