



# Talwar Weddings & Events

---

EVENT PLANNING

## Package Service Offerings

2025 & 2026 Weddings

---

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

### Contact

Email	<a href="mailto:TalwarWeddings@gmail.com">TalwarWeddings@gmail.com</a>
Website	<a href="http://TalwarWeddings.com">TalwarWeddings.com</a>
Instagram	<a href="https://www.instagram.com/TalwarWeddings">@TalwarWeddings</a>
Location	Based in Washington DC



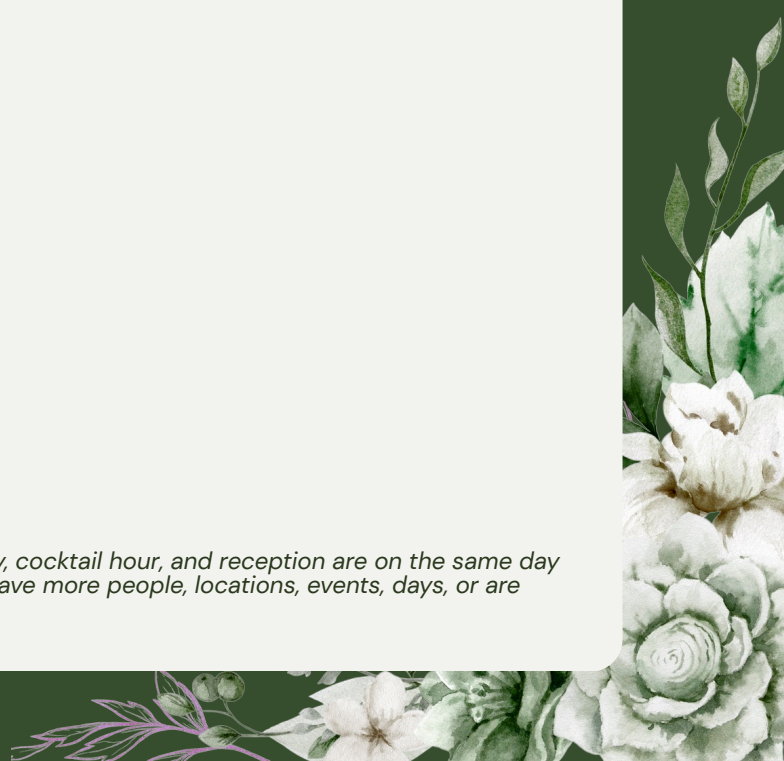


# Wedding Coordination Package:

**\$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
- Attend final walk through (if requested)
- 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
- Collect any celebration elements & gifts to return to designated person or location
- Coordinate distribution of vendor gratuities on the day of event as needed
- Conduct final seating, table, & decor check prior to guest arrival to reception
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Cue all music changes & speeches with DJ/band/playlist (if applicable)
- Cue guests of honor & family for special moments according to timeline (if applicable)
- Cue vendor timing throughout event according to timeline
- Guide processional, recessional, & grand entrance
- Manage set-up & break down of event site
- On-site management & support during event date 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.

*\*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
- Attend final walk through (if requested)
- 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
- 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
- Recommend venues and vendors based on event budget & style
- Schedule & attend catering tastings (if desired)
- Schedule & attend vendor meetings and interviews (if desired)

*\*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.*








# 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
- Attend final walk through (if requested)
- 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 (if desired)
- Schedule & attend vendor meetings & interviews (if desired)
- Venue analysis, search, site visits, contract negotiation, & finalize booking details

Client agrees to dedicate ample time (two full work days if necessary) with Planner for Site Selection if applicable.

*\*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.*





## Additional add-on's:

- Whether it is a sangeet, shabbat, aufruf, rehearsal dinner, after-party, or any special event you want to pair with your wedding day, I would be happy to help plan and coordinate it as well for a discounted rate.
  - If your event is larger than 200 guests or has multiple locations, there is an additional fee so I can bring an assistant with me.
  - If your event's location is more than 30 miles from Washington DC, there is an additional fee to pay for transportation costs.
- 