

# NJ Event Collective

Experiential  
Wedding Curators

## Wedding Planning Suites

all planning suites are  
truly customizable for your s  
pecial celebration



Our dedicated team of creative designers and logistical experts ensure every detail is meticulously crafted and flawlessly executed.

**Setup your Free Consultation today!**

**hello@njeventcollective.com | 480.601.7528 |**

**www.njeventcollective.com**

# THE NJEC TEAM

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PASSION

STRONG NETWORK

EXPERIENCE AND EXPERTISE

CREATIVITY

RESOURCEFUL

ATTENTION TO DETAIL

PROFESSIONALISM

CUSTOMER FOCUS

Our passion for planning shines through in every project, resulting in events that are both impressive and enjoyable.

We have built a strong network of reliable vendors and partners, ensuring high-quality services and products

We bring a wealth of experience and expertise in event planning, ensuring every detail is meticulously handled.

Our team is known for our creativity and innovation, consistently delivering unique and memorable events.

We are adept at problem-solving and resource management, making sure that any challenges are efficiently addressed.

We maintain a high level of professionalism, ensuring smooth communication and coordination throughout the planning process. Every aspect of the event, from logistics to aesthetics, is carefully planned and executed.





## *Included in each of our Wedding Suites*

### **Your Planning Experience**

- Immediate access to NJEC's proprietary planning suite, inclusive of thoughtfully curated tools for ceremony logistics, reception detailing, seating curation, guest management, budgeting, photography direction, and comprehensive vendor oversight
- A private 2-hour onboarding experience upon booking, culminating in a tailored planning roadmap, refined task lists, and hand-selected vendor recommendations aligned with your vision, venue, and investment—seamlessly organized within Plan Page Portal + Google Suite
- Ongoing, high-touch guidance through scheduled calls, email, and text communication—ensuring you feel supported, informed, and inspired throughout the planning journey
- Expertly curated vendor recommendations, paired with thoughtful contract review to ensure alignment, clarity, and a cohesive planning experience
- Strategic creation and refinement of your comprehensive wedding day timeline, meticulously integrating each vendor partner for a seamless flow of events
- Intentional ceremony and reception layout design, blending aesthetics with logistical precision
- Proactive confirmation of all vendor logistics and details a minimum of 4 weeks prior to your wedding date, ensuring every element is aligned and accounted for
- A dedicated 2-hour final details meeting, where we thoughtfully review all contracts, BEOs, timelines, layouts, and design elements—refining every detail and preparing a fully realized wedding day plan, inclusive of contingency strategies
- Representation and attendance at final vendor meetings with your venue and food & beverage teams (virtual or in-person), ensuring continuity, clarity, and elevated execution
- Guided ceremony rehearsal coordination, ensuring a confident and seamless processional experience
- Final venue collaboration following your tasting, including detailed oversight of menus, BEOs, layouts, logistics, and all finishing touches to ensure a cohesive and polished event

# NJ

## *Included in each of our Wedding Suites*

### **Execution On Your Wedding Day**

- Flawless execution of your bespoke wedding day timeline, ensuring a seamless, elevated experience from beginning to end
- White-glove coordination of all vendor arrivals, installations, and transitions—maintaining precision, timing, and flow throughout the day
- Attentive oversight of food & beverage service, ensuring impeccable timing, presentation, and guest experience
- Thoughtful styling and placement of personal details (welcome displays, favors, menus, and bespoke elements) with a design-forward approach
- Full-scale design realization, ensuring every element is executed with intention, cohesion, and refinement
- Discreet management, packing, and secure return of all personal items, décor, and gifts at the conclusion of the evening
- Seamless handling and distribution of vendor gratuities, allowing for an effortless and polished close to your celebration



## Wedding Management Planning Suite

### Your Planning Experience

*In addition to the comprehensive planning outlined above, you will receive an elevated level of guidance and support throughout your journey:*

- A dedicated 90-day detail refinement call, ensuring every element is thoughtfully aligned as your celebration approaches
- A comprehensive vendor logistics meeting at approximately 65 days prior, where our team connects directly with all vendor partners to confirm alignment, timing, and execution
- An in-depth Wedding Deep Dive planning session at 50 days, refining design, logistics, and guest experience to the highest level of detail
- Ongoing, personalized planning touchpoints every 50-60 days from booking through your wedding day—providing consistent guidance, clarity, and momentum
- Proactive vendor payment tracking, ensuring all final balances are managed seamlessly and on schedule

### Your Wedding Day

- An elevated, concierge-level experience designed for complete ease, presence, and enjoyment:
- A dedicated on-site team of 1 Lead Planner and 1 Assistant Planner (up to 10 hours each), providing seamless, white-glove support from arrival through your final farewell
- Discreet, anticipatory oversight of every moment—ensuring flawless timing, effortless transitions, and a refined guest experience throughout
- Thoughtful management of your personal experience, allowing you to remain fully present while we expertly handle every detail behind the scenes
- Elevated coordination of all vendor partners, ensuring a cohesive, polished execution aligned with your vision
- A calm, solutions-driven presence—gracefully navigating any adjustments to maintain the integrity and flow of your celebration



## Partial Wedding Planning Suite

*A thoughtfully guided planning experience designed for couples who have begun their journey and desire elevated support, expert direction, and refined execution.*

### **Planning Experience**

- Dedicated planning begins 180 days prior to your wedding date, providing focused guidance during the most critical phases of your planning journey
- Seamless support with guest list management and RSVP tracking through your wedding website
- Assistance in the creation and refinement of your wedding website, ensuring a cohesive and polished guest experience
- Ongoing, high-touch communication through scheduled calls, emails, and text consultations
- Expert vetting of auxiliary vendors with guidance through contracting to ensure alignment, quality, and cohesion
- Attendance at up to three auxiliary vendor meetings, offering professional insight and advocacy throughout the decision-making process
- Guidance and refinement of wedding day paper and signage elements, ensuring alignment with your overall design aesthetic
- Consistent planning touchpoints every 45 days, maintaining clarity, momentum, and confidence throughout the process
- Attendance at your wedding tasting experience, including thoughtful collaboration on menu selections and a curated tabletop mock-up featuring linens, place settings, and floral direction

### **Your Wedding Day**

An elevated, concierge-level experience designed for effortless enjoyment and a beautifully executed celebration:

- A dedicated on-site team including:
  - 1 Lead Planner (up to 10 hours)
  - 1 Assistant Planner (up to 10 hours)
  - 1 Assistant Planner (up to 8 hours)
- White-glove coordination and oversight, ensuring seamless execution, refined timing, and an exceptional guest experience throughout your celebration

### **Planning Scope Clarification**

*To maintain a streamlined and intentional planning approach, clients will manage initial sourcing, contracting, and communication (prior to the 180-day planning start) for the following key vendors: Venue, Bar Services, Catering, Photography, Entertainment (DJ/Band), Officiant, Guest Transportation, and Hotel Accommodations.*

# NJEC

## Partial Planning & Full Service Planning Hybrid Wedding Suites

*A signature NJEC offering—thoughtfully curated for the couple who desires the guidance of partial planning with the elevated refinement and design depth of full service. This bespoke hybrid experience blends strategy, artistry, and seamless execution into one cohesive journey.*

### **The Experience**

Building upon the foundation of our Partial Planning Curation, this elevated experience layers in enhanced design, deeper vendor collaboration, and a more immersive level of support—ensuring every detail is not only managed, but intentionally curated.

- Inclusion of all services within our Partial Wedding Planning Curation, elevated with an additional \$1,175 in curated enhancements
- Access to NJEC's trusted vendor network, including preferred pricing, strategic referrals, and elevated partnership opportunities
- Comprehensive contract review, negotiation, and package optimization, ensuring both alignment and value across your vendor team
- Thoughtful vendor payment management and tracking, allowing for a seamless and stress-free planning experience
- Attendance and guidance throughout tastings, site visits, and key planning milestones, ensuring every decision is refined with expertise and intention

### **Design & Curation**

- A fully immersive Detailed Design Suite, including concept development, vendor direction, and a bespoke full-scale design deck—thoughtfully curating every visual and experiential element of your wedding
- Strategic collaboration with your vendor team to ensure design cohesion, elevated aesthetics, and a seamless translation from concept to execution

### **Enhanced Planning Touchpoints**

- One additional on-site venue meeting or private tour, allowing for deeper logistical planning and design refinement within your space
- Elevated overall wedding budget management, ensuring clarity, organization, and alignment throughout your planning journey

### **Your Wedding Day**

- Enhanced on-site support with an extended assistant planner presence, ensuring a heightened level of service, flow, and guest experience
- A refined, concierge-level execution—where every moment is anticipated, every transition seamless, and every detail delivered with intention



## Full Service Wedding Curation

*A fully immersive, concierge-level planning experience—designed for the couple who desires a seamless, artfully curated celebration where every detail is thoughtfully considered, expertly managed, and beautifully brought to life.*

### **The Experience**

From the moment your journey begins, we step in as your dedicated partner, advocate, and creative director—guiding you through every decision with intention, clarity, and elevated expertise.

This is more than planning—it is full-scale curation.

We thoughtfully design and orchestrate every layer of your wedding—from venue selection and vendor partnerships to guest experience and visual storytelling—ensuring a cohesive, refined, and deeply personal celebration.

- Comprehensive planning begins immediately upon booking, allowing us to shape your vision from the very first step
- Bespoke design curation, translating your inspiration into a fully realized aesthetic through a layered, intentional design process
- Personalized venue sourcing, tours, and contract guidance, ensuring your setting aligns seamlessly with your vision and guest experience
- Strategic vendor curation and management, including referrals, contract review, negotiations, and ongoing collaboration
- Attendance at key vendor meetings and site visits, serving as your trusted expert and advocate throughout
- Development of your overall wedding vision, flow, and execution plan, thoughtfully aligning every element into one cohesive experience
- Guidance in invitation suites, website curation, and guest communication, ensuring a seamless and elevated journey from first impression to wedding day
- Room block and guest logistics curation, creating a refined and effortless experience for your guests
- Ongoing, high-touch communication with consistent planning touchpoints every 30 days, providing clarity, momentum, and peace of mind



## Full Service Wedding Curation Continued

### Design & Guest Experience

At the heart of this experience is intentional design and elevated hospitality.

We curate not only how your wedding looks—but how it feels.

From the flow of the evening to the layering of textures, lighting, and details, every element is designed to create an immersive, memorable guest experience.

### The Wedding Day

An experience defined by ease, presence, and quiet luxury—where every moment unfolds seamlessly and every detail is executed with precision.

- A dedicated, highly experienced on-site team including:
  - 1 Lead Planner (up to 12 hours)
  - 2 Assistant Planners (up to 12 hours each)
- Full-service, white-glove execution—overseeing every detail, every transition, and every interaction
- Discreet, anticipatory service—ensuring your needs are met before they are even felt
- Seamless coordination of all vendor partners, maintaining flow, energy, and elevated execution throughout the celebration
- A calm, expert presence—gracefully managing the unexpected while preserving the integrity of your experience

### The Result

A wedding that feels effortless, elevated, and entirely your own—

where you are free to be fully present, and every moment is curated with intention, beauty, and care.

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## Enhancements & À La Carte Offerings

Elevate your planning experience with thoughtfully curated enhancements—designed to layer in additional support, refined design, and seamless guest experiences.

### Detailed Design Suite & Full Design Curation

A bespoke design experience transforming your inspiration into a cohesive, elevated visual story.

- Comprehensive review of your inspiration (Pinterest, imagery, saved concepts, and visual references)
- Creation of a fully curated design deck, including ceremony mockups, tabletop styling, rentals, décor, signage, bar styling, and spatial layouts for ceremony, cocktail hour, and reception
- Strategic vendor outreach across key design categories (rentals, florals, linens, signage, etc.), including side-by-side proposals (minimum of three per category)
- Contract negotiation and extension of any available planner-preferred pricing
- One additional on-site design walkthrough to refine layout, flow, and aesthetic execution

### Wedding Day Paper & Signage Design + Curation

A polished, cohesive approach to your printed details.

- Design and curation of seating charts, place cards, menus, welcome signage, bar signage, and additional paper elements
- Alignment with your overall design aesthetic for a seamless guest experience

### Rehearsal Dinner Planning & Execution

A thoughtfully curated pre-wedding gathering, designed and managed with intention and ease.

### After Party or Welcome Party Planning & Execution

An extension of your celebration—seamlessly planned and executed for a cohesive guest experience.

### Wedding Website Development, Design & Management

A beautifully curated digital experience for your guests.

- Custom design, organization, and ongoing management of your wedding website
- Guest communication, updates, and logistical clarity

### Invitations & RSVP Management

A refined, detail-driven approach to your invitation experience.

- Attendance at your stationery consultation
- Guidance through design selections and suite curation
- Support with mailing logistics and digital RSVP tracking + management

### Wedding Tasting Design Mock-Up

An elevated tasting experience where design meets dining.

- Tabletop styling with linens, place settings, and design elements to visualize your reception aesthetic
- Included within the Detailed Design Suite

**Each enhancement is designed to seamlessly integrate into your planning experience—offering additional layers of refinement, intention, and ease.**