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# CYPRESS AND SAGE

## Event & Design

SERVICES & INVESTMENT

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*Your wedding doesn't just need to look beautiful.  
It needs to work.*

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**Full Planning · Partial Planning · Wedding Management**

Roanoke, Virginia · Serving VA, NC, SC & DC

HOW WE WORK

# This Is Not Coordination. This Is Architecture.

Most couples spend months searching for vendors, building Pinterest boards, and managing spreadsheets -- only to arrive at their wedding day still carrying the weight of it all. They have a beautiful vision. What they are missing is a structure that makes it real.

Cypress and Sage Event & Design exists to be that structure. We do not simply coordinate your vendors or show up on the day and hope everything works. We architect your wedding -- building the systems, directing the decisions, aligning every moving part -- so that what you envisioned is exactly what unfolds.

*"Every detail considered. Every moment executed with intention."*

We operate as the central authority in your planning process. That means clear decisions, expert vendor direction, strategic timelines built around how your day actually flows -- not just how it looks on paper -- and an execution standard that does not leave room for avoidable problems.

Every package we offer is built on the same methodology. The difference is the level of involvement and the point at which we step in. What never changes is the standard.

OUR METHODOLOGY

## The Four Pillars Planning Method

<p><b>FOUNDATION</b></p> <ul style="list-style-type: none"> <li>— Budget development &amp; allocation</li> <li>— Venue selection support</li> <li>— Full vendor sourcing</li> <li>— Contract review &amp; negotiation</li> </ul>	<p><b>VISION</b></p> <ul style="list-style-type: none"> <li>— Design consultation &amp; direction</li> <li>— Wedding Lookbook creation</li> <li>— Aesthetic development</li> <li>— Design-driven vendor sourcing</li> </ul>
<p><b>ORCHESTRATION</b></p> <ul style="list-style-type: none"> <li>— Strategic timeline creation</li> <li>— Complete vendor coordination</li> <li>— Logistics &amp; venue management</li> <li>— Guest experience planning</li> </ul>	<p><b>EXECUTION</b></p> <ul style="list-style-type: none"> <li>— Final vendor confirmations</li> <li>— Rehearsal direction</li> <li>— Wedding day management</li> <li>— Setup oversight &amp; on-site control</li> </ul>

Every Cypress and Sage package is delivered through all four pillars. Your package determines which pillars we own from the start.

**MOST  
COMPREHENSIVE**

**FULL PLANNING**

## Full Experience Architecture

*Complete ownership of design, planning, and execution -- from your first meeting through your final send-off.*

**STARTING INVESTMENT**

# \$6,500

*Pricing is customized based on scope, guest count, and location. All rates are starting points confirmed during your discovery call.*

This is complete, start-to-finish partnership. You make every final decision -- we handle everything else. From building your budget and sourcing your full vendor team to creating your design direction and directing every moment of your wedding day, Full Planning means you are fully present for the experience, not managing it.

**WHAT'S INCLUDED**

<p><b>FOUNDATION</b></p> <ul style="list-style-type: none"> <li>— Budget development &amp; allocation strategy</li> <li>— Venue selection assistance &amp; contract review</li> <li>— Complete vendor sourcing, all categories</li> <li>— Vendor contract review &amp; negotiation support</li> <li>— Monthly planning meetings throughout</li> </ul>	<p><b>VISION</b></p> <ul style="list-style-type: none"> <li>— Design consultation &amp; full aesthetic direction</li> <li>— Personalized Wedding Lookbook creation</li> <li>— Design-driven vendor sourcing</li> <li>— Wedding party coordination support</li> </ul>
<p><b>ORCHESTRATION</b></p> <ul style="list-style-type: none"> <li>— Strategic wedding day timeline creation</li> <li>— Complete vendor coordination &amp; confirmations</li> <li>— Logistics management &amp; venue coordination</li> <li>— Guest experience &amp; event flow planning</li> </ul>	<p><b>EXECUTION</b></p> <ul style="list-style-type: none"> <li>— Final week confirmations &amp; vendor communication</li> <li>— Rehearsal direction &amp; coordination</li> <li>— Up to 16 hours onsite on Event Day</li> <li>— Setup oversight &amp; full on-site management</li> <li>— Post-event wrap-up within 5 business days</li> </ul>

*One coordinator and one assistant included with every package. Additional staffing available based on event scope.*

DESIGN &  
STRUCTURAL  
SUPPORT

#### PARTIAL PLANNING

## Guided Design & Execution

*For the couple who has started -- and is ready to finish with an expert in their corner.*

#### STARTING INVESTMENT

# \$4,000

*Pricing customized based on scope and what has already been secured. Confirmed during your discovery call.*

You have secured your venue and core vendors. You have a vision. What you need now is someone to take the fragmented pieces, find the gaps, build the structure, and make sure the full picture comes together beautifully -- and executes flawlessly. Partial Planning is our most collaborative package. You bring the foundation. We bring the architecture.

#### WHAT'S INCLUDED

##### VISION

- Design consultation & aesthetic refinement
- Personalized Wedding Lookbook creation
- Vendor sourcing for up to 3 remaining categories
- Vendor contract review (existing & new)
- Monthly planning meetings

##### ORCHESTRATION

- Strategic wedding day timeline creation
- Complete vendor coordination & confirmations
- Logistics management & venue coordination
- Hotel room block assistance

##### EXECUTION

- Final week confirmations & vendor communication
- Rehearsal direction & coordination
- Up to 14 hours onsite on Event Day
- Setup oversight & on-site coordination
- Guest point of contact -- wedding week & Event Day
- Post-event wrap-up within 5 business days

*Note: Partial Planning cannot be booked fewer than 6 months before Event Day. Bookings within 4-6 months are subject to a rush fee. Vendor management applies to vendors booked after the agreement date.*

EXECUTION  
DIRECTION

WEDDING MANAGEMENT

## Execution Direction & Control

*For the couple who has planned -- and is ready to hand it over to someone who will make it run.*

STARTING INVESTMENT

# \$2,000

*Pricing customized based on scope and event complexity.*

You have planned your wedding. Every vendor is contracted, every decision has been made. What you need now is not another planner -- you need someone to take what you have built and execute it with the precision and authority that ensures it actually runs the way you designed it. That is what Wedding Management delivers.

Beginning three months before your wedding date, we step in fully. We review everything, take over all vendor communication, build the master timeline, and direct every moment of your wedding day. By the time you arrive at your ceremony, the only thing left for you to do is be present.

WHAT'S INCLUDED

<p><b>ORCHESTRATION</b></p> <ul style="list-style-type: none"> <li>— Review of all vendor contracts &amp; finalized plans</li> <li>— Strategic wedding day timeline creation</li> <li>— Complete vendor coordination &amp; final confirmations</li> <li>— Venue walk-through &amp; logistics planning</li> <li>— Vendor communication takeover at 3-month mark</li> </ul>	<p><b>EXECUTION</b></p> <ul style="list-style-type: none"> <li>— Final week confirmations &amp; vendor communication</li> <li>— Rehearsal direction &amp; coordination</li> <li>— Up to 14 hours onsite on Event Day</li> <li>— Setup oversight &amp; on-site coordination</li> <li>— Guest point of contact -- wedding week &amp; Event Day</li> <li>— Post-event wrap-up within 5 business days</li> </ul>
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**A note on “day-of coordination.”** That term is widely used in the industry and widely misunderstood. It implies that a professional shows up the day of the wedding with no prior preparation and manages whatever happens. That is not what we do, and it is not what a well-run wedding requires. Wedding Management begins three months out -- because execution without preparation is not execution. It is improvisation.

## BUILD YOUR EXPERIENCE

## Enhancements & Add-Ons

Every wedding is different. These enhancements are available with any package and allow you to build exactly the level of support your event requires. Availability and pricing are confirmed during your discovery call.

### Additional Vendor Sourcing

Research and recommendations beyond your package's included categories.

### Extended Coverage Hours

Additional onsite hours beyond your package's standard coverage.

### Multi-Day Event Coordination

Welcome parties, rehearsal dinners, day-after brunches, or full weekend coverage across multiple events.

### Design Services

Mood board creation, aesthetic direction, and design consultations added to any planning-only package.

### Additional Planning Meetings

Scheduled sessions beyond the meetings included in your package.

### Corporate & Special Events

Milestone celebrations, corporate gatherings, and special projects. Starting at \$1,200. Scope and pricing customized to the event.

### Destination Wedding Planning

Full planning for events outside Virginia. Available in NC, SC, and Washington D.C. through our established vendor network. Other destinations considered on a case-by-case basis.

## INVESTMENT OVERVIEW

Package	Starting Investment	Onsite Coverage
Full Planning	\$6,500	Up to 16 hours
Partial Planning	\$4,000	Up to 14 hours
Wedding Management	\$2,000	Up to 14 hours
Corporate & Special Events	\$1,200	Custom

*All rates are starting points. Final pricing is always customized to your specific event. One coordinator and one assistant are included with every package. We limit our calendar to 30 weddings per year to ensure every couple receives our complete attention.*

THE NEXT STEP

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## Let's Start the Conversation.

Final pricing is always customized -- guest count, location, and scope all shape your investment. The best place to start is a complimentary discovery call where we'll talk through your vision, confirm your package, and make sure we're the right fit for your wedding day.

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Schedule your discovery call at  
[cypressandsagedesign.com](https://cypressandsagedesign.com)

or reach us directly  
[info@cypressandsagedesign.com](mailto:info@cypressandsagedesign.com) | 540-404-2510

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Roanoke, Virginia · Serving Virginia, North Carolina,  
South Carolina & Washington, D.C.

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