



Every Little Detail

About Us

At Every Little Detail, we love giving you exactly what you want and our number one priority is doing what is in the best interest of our clients (creatively and financially). Just like every couple is unique, every event is unique. I will personally work with you to coordinate each and every little detail of your event with precision, class and professionalism and you can rest assure that no two of our events will ever look alike.



Here, we strive to provide you with the ultimate guidance and assistance, as we help you navigate through the all-important details, big and small. For weddings, it's essential to us that your wedding day reflects your love story and who you are both as individuals and in your new life together. We vow to make your wedding planning experience enjoyable and memorable. For parties, it's essential to us that your party reflects the meaning of the celebration. We take care of each and every detail, so you can relax and enjoy. We design and plan our events with personality and style. Our goal is to plan the best day of your life.



If you are anything like me, you love getting exactly what you want- especially at a fair price; and that is why we choose to specifically tailor each of our packages to fit your individual needs. We understand the stress that comes with planning an event (large or small) and can assure you that even the smallest of details will be coordinated to perfection while you sit back, relax and enjoy the reason you must celebrate.

We look forward to collaborating with you!



Every Little Detail

Meet the Owner, Courtney Aplin



Hi there! My name is Courtney, and I was born and raised in Parker, Colorado. I attended Colorado State University where I studied hospitality management and business. Since graduating, my ultimate goal is to launch my own wedding planning business.

My passion for wedding planning and coordinating grew over time as I worked in the hospitality and service industry. From my first job until now, I have loved working in the service industry. I enjoy meeting and working with people with different backgrounds, needs and interests — it makes my job feel new and fun every day! My friends and family noticed my interest in planning events early on. They could see that I enjoyed planning and decorating for summer BBQ's, birthday parties, and any other events we happen to be celebrating, including my sister's wedding. In time, I decided it was time to get serious about my interest, and that's when I started *Every Little Detail*.

My love for weddings and events, in particular, flourished when I worked at the Colorado Golf Club. At the time, I was studying Elementary Education and wasn't convinced it was the right career for me. Then, after working a particularly beautiful wedding, I just knew that I wanted to build a career around helping brides feel excited, loved and, most notably, stress-free on their special day. So, I chose the career path of wedding/event planning and coordination.

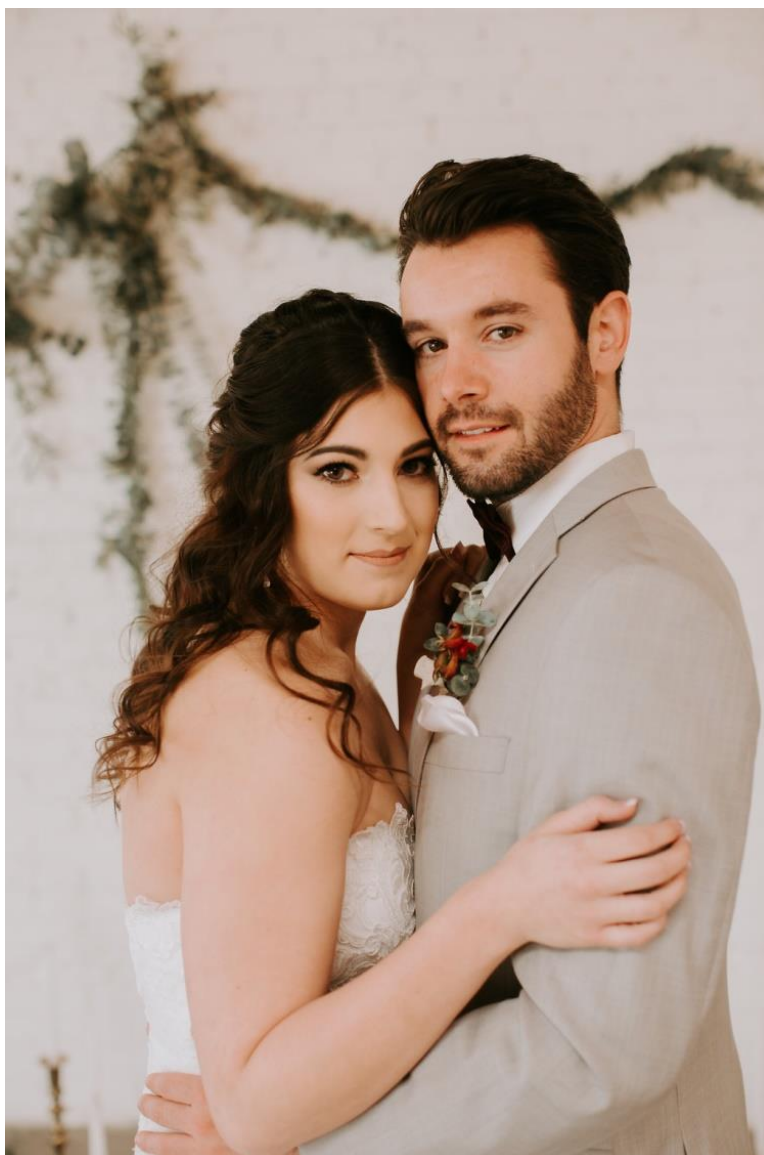
In addition to being *in love* with weddings, I have always had an entrepreneurial spirit and dreamed about starting my own business. Turning my passion for wedding planning and coordination into a career may have started as a dream, but after working at a wedding event center in college, the spark ignited and I decided it was time to make it all happen. This is how *Every Little Detail* came to be.



I hope I will have the opportunity to help make your event a memorable one by attending to *Every Little Detail* for you! Join me for a cup of coffee and let's get started discussing your event dreams, wishes, wants and must-haves!

XOXO, Courtney Aplin

Weddings



Day-Of Wedding Coordinator

“Month-Of” Coordinator. This wedding package is for the bride and groom who already have most of the wedding planning in place, but not perfectly pieced together. All that you need is some help putting everything in place and a helping hand on the day of your wedding for your ceremony and reception. We offer coordination services for the day of your wedding, so that you can relax and enjoy your special day.

- ~ Unlimited email and phone access with Every Little Detail starting two (2) months out
- ~ Review all vendor contracts to ascertain what products and services are to be provided to you on your wedding day
- ~ Contact all vendors prior to wedding date to confirm all details and arrival times
- ~ Venue walkthrough
- ~ Create floor plan of ceremony, cocktail hour and reception locations
- ~ Create and distribute detailed timeline for couple and all vendors
- ~ Attend final vendor and venue appointments with client
- ~ Manage wedding ceremony rehearsal up to two hours
- ~ On site assistance at ceremony & reception sites (actual number of coordinators/assistants and number of hours of coverage to be determined after initial consultation)
- ~ Manage the day's events - set up guest book/program table, set out guest favors, confirm proper setup of ceremony & reception site, organize escort/place cards/menu cards
- ~ Make certain timeline is followed and events are kept on schedule
- ~ Greet vendors and help them with any issues that may arise
- ~ Make certain ceremony musicians have the correct musical selections and are cued properly to ensure correct pace and timing
- ~ Welcome guests and direct them to the ceremony and reception areas
- ~ Organize wedding party and cue processional
- ~ Line up wedding party for introductions
- ~ Make certain that everyone scheduled to give a toast or blessing is prepared and cued
- ~ Handle final payments/gratuities to vendors
- ~ Ensure wedding gifts, guest book, toasting glasses, cake top, etc. are given to a designated family member or friend
- ~ Use of Wedding Day emergency kit
- ~ Your dream wedding ☺

Additional charges may apply, depending on the size and complexity of the wedding, and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.



Every Little Detail

A Wedding DAY to Remember

Partial Planning. This package is for the bride and groom that need a wedding planner to meet them in the middle of their wedding planning process. You have already chosen some of your vendors, but you need help completing your vendor search and finishing all your wedding planning for your wedding day. We can jump in at any point of your wedding planning process and ensure that you have a flawless wedding day.

- ~ Unlimited email and phone access with Every Little Detail
- ~ **Five (5)** planning appointments before the wedding date to finalize the details (7.5 hours total)
- ~ Ceremony and Reception venue recommendations - including setting up and attending site visits
- ~ Venue walkthrough
- ~ Vendor referrals
- ~ Schedule and attend up to seven (7) vendor meetings
- ~ Additional vendor referrals as needed, such as photo booth rental, lighting, drapery, ice sculpture, etc.
- ~ Provide checklists for vendor meetings that Every Little Detail does not attend
- ~ Schedule and attend tastings, if needed
- ~ Wedding styling and design collaboration
- ~ Decor and tabletop design, rental ordering and product management
- ~ Contract review and negotiation
- ~ Act as liaison and manage communication between couple and all vendors throughout the planning process and on wedding day
- ~ Personalized planning calendar
- ~ Create and distribute detailed timeline for couple and all vendors
- ~ Provide referrals for bride/groom and wedding party attire shops
- ~ Expert guidance on all wedding etiquette
- ~ Budget spreadsheet set-up
- ~ Assistance with design, wording etiquette, selection, and ordering invitations
- ~ Assistance with ordering all wedding day accessories such as favors, welcome baskets (for out-of-town guests), table numbers, place cards, ceremony programs, menu cards, save the dates, guest sign-in books or mats, gift card box, etc.
- ~ Includes Wedding Day-Of management (see Day-Of Coordinator description) with coordinator(s) up to 10 hours. (Actual number of coordinators/assistants and number of hours of coverage to be determined after initial consultation).
- ~ Your Dream Wedding ☺

Additional charges may apply, depending on the size and complexity of the wedding and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.



Every Little Detail

A Wedding DREAM to Remember

Full-service Planning. This package is for the bride and groom that need an event planner to walk with them through every step of the wedding planning process. Rest assured that you will be well taken care of.

- ~ Unlimited email and phone access with Every Little Detail
- ~ **Seven** (7) planning appointments before the wedding date to finalize the details (10 hours total)
- ~ Ceremony and Reception venue recommendations - including setting up and attending site visits
- ~ Venue walkthrough
- ~ Vendor referrals
- ~ Schedule and attend meetings with vendors (Includes initial and all subsequent meetings)
- ~ Additional vendor referrals as needed, such as photo booth rental, lighting, drapery, ice sculpture, etc.
- ~ Schedule and attend tastings, if needed
- ~ Wedding styling and design collaboration
- ~ Decor and tabletop design, rental ordering and product management
- ~ Contract review and negotiation
- ~ Act as liaison and manage communication between couple and all vendors throughout the planning process and on wedding day
- ~ Personalized planning calendar
- ~ Create and distribute detailed timeline for couple and all vendors
- ~ Provide referrals and assistance for bride/groom and wedding party attire shops
- ~ Expert guidance on wedding etiquette
- ~ Guest accommodation recommendations and room block set-up
- ~ Budget spreadsheet set-up and management
- ~ Assistance with design, wording etiquette, selection, and ordering invitations including coordinating supplement elements such as response cards, enclosures, post wedding brunch invitations, directions, etc. also includes assembly (schedule and attend meetings with stationary vendor)
- ~ Assistance with design, selection and ordering all wedding day (ceremony & reception) accessories such as favors, welcome baskets (for out-of-town guests), table numbers, place cards, ceremony programs, menu cards, save the dates, guest sign-in books or mats, gift card box, etc.
- ~ Secure and coordinate transportation for couple, wedding party and family
- ~ Includes Wedding Day-Of management (see Day-Of Coordinator description) with coordinator(s) up to 10 hours. (Actual number of coordinators/assistants and number of hours of coverage to be determined after initial consultation).
- ~ Your dream wedding ☺

Additional charges may apply, depending on the size and complexity of the wedding, and if the ceremony and reception are at two different locations. Discounts may apply depending on services not needed such as rehearsal, and number of hours needed on the wedding day.



Every Little Detail

Additional Wedding Planning Services

~ Assist with selection of wedding dress, bridesmaids' dresses, groom & groomsmen attire and all accessories	\$60.00/hour
~ Attend wedding dress appointments or fittings	\$60.00/hour
~ Attend vendor meetings	\$75.00/hour
~ Additional meetings	\$75.00/hour
~ Additional venue walk-throughs	\$75.00/walkthrough
~ Addressing and sending out wedding invitations	\$150.00
~ Arranging transportation for the wedding party and guests	\$30.00
~ Inspiration/theme board	\$40.00/theme board
~ Track RSVP's	\$100.00
~ Addressing and sending out thank-you cards	\$150.00
~ Gift bag assembly for out-of-town guests	Cost of supplies + \$50.00
~ Restroom baskets	Cost of supplies + \$20.00
~ Wedding night picnic basket	Cost of supplies + \$20.00
~ Hotel room decoration	Cost of supplies + \$50.00
~ Favor creation and assembly	\$150.00
~ Gift delivery after reception	\$150.00
~ Additional hours for rehearsal	\$60.00/hour
~ Additional hours for reception	\$75.00/hour
~ Additional hours pre-ceremony	\$75.00/hour
~ Budget Comparison	\$30.00

Did you think of something else you would like help with?

Not a problem! Just mention it and we can add it to your wedding package.

Prices can change depending on size and complexity of wedding.

For pricing, please email us at Every.Little.Detail@outlook.com or give us a call at (303) 587-7375.



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