

Photo Credit: Craig Johnson Photography

Pricing Guide

EVENT PLANNING PACKAGES
AND A LA CARTE SERVICES

NE

OCCASION



ABOUT US

Hi, we're Nav and Eve

At NE Occasion, we believe every celebration deserves to be as unique as the people behind it. Based in Milwaukee, Wisconsin, we offer full-service event planning, wedding coordination, and event design tailored to your vision, style, and story.

From intimate weddings and modern love stories to milestone birthdays, showers, and private events, no detail is too small and no idea too bold. Our approach is rooted in our mission: Dream. Design. Deliver.

We specialize in personalized planning and thoughtful design that honors your individuality while creating unforgettable guest experiences. Whether you're planning a wedding in Wisconsin or a one-of-a-kind celebration, NE Occasion is your trusted partner from first vision to final toast.

*We can't
wait to work
with you!*



HANG OUT WITH US

 @NEOCCASIONWI

 @NEOCCASIONWI

 @NEOCCASIONWI

"[NE OCCASION] REALLY MADE US FEEL SO COMFORTABLE AND CONFIDENT THAT EVERYTHING WOULD GO WELL ON OUR BIG DAY....AND IT TRULY DID! "

S&F, MARRIED JULY 2025

TABLE OF CONTENTS

- 4. OUR CORE VALUES
- 6. FULL-SERVICE WEDDING PACKAGE
- 10. PLANNING & COORDINATION PACKAGE
- 13. EVENT MANAGEMENT PACKAGE
- 15. PORTFOLIO
- 18. A LA CARTE SERVICES
- 19. FREQUENTLY ASKED QUESTIONS
- 20. STEP-BY-STEP PROCESS
- 21. NEXT STEPS

"FROM THE VERY FIRST CONVERSATION, THEY MADE US FEEL HEARD AND UNDERSTOOD, AND EVERY STEP OF THE WAY THEY WENT ABOVE AND BEYOND TO BRING OUR VISION TO LIFE."

M&V, MARRIED APRIL 2025



Our Core Values

JOY

We approach each occasion with passion and positivity, ensuring the process is as joyful as the celebration itself.

AUTHENTICITY

We design celebrations that feel genuine, heartfelt, and true to who you are.

COLLABORATION

We believe the best events are built through trust, open communication, and genuine partnership with our clients and vendors.

EXCELLENCE

From the first meeting to the final toast, we are committed to meticulous execution and exceptional service.

CREATIVITY

We embrace bold ideas, fresh designs, and inventive solutions that make each celebration truly one-of-a-kind.

A photograph of a long dining table set for a wedding reception. The table is covered with a light-colored cloth and features several large, lush floral centerpieces in glass vases, primarily in shades of peach, pink, and white. Interspersed among the flowers are tall, slender glass holders containing lit white candles. The table is set with white plates, silverware, and glasses. Small white name cards are placed at each setting. In the background, more tables are visible, along with a large window and a decorative wall panel. The overall atmosphere is elegant and romantic.

The Planning & Coordination Packages



Full-Service Wedding Design, Planning, and Coordination Package

STARTING AT \$5,000

For the couple who wants it all. Our Full-Service Planning package is your all-in-one path to a seamless, stunning, and stress-free wedding. From the first spark of inspiration to the final farewell, we handle every detail—design, planning, and coordination—so you can focus on making memories.

(This package continues on the next page)



DESIGN

We'll bring your vision to life with a cohesive design plan, blending your vision with thoughtful, curated details. From color palettes and décor to floral artistry and lighting, every element is designed to tell your story. The result is a celebration that feels effortless, cohesive, and unforgettable.

- Initial design meeting
- Theme selection and design direction
- Color story development
- Design elements such as textures, patterns, and shapes
- Spatial design and layouts of the ceremony and reception locations
- Food, wine, beverage, bar, and confection selection
- Paper selection, event branding, and design, including invitations, day-of paper, gift bags, favors, escort card displays, signage, and everything in between
- Flower selection and design
- Tablescape design
- Rental selection and management
- Custom lighting design
- Detail selection and design
- Delivery of custom wedding design, including an inspiration board and design dossier, walking you through your wedding and every detail your guests will experience
- Design proposal meeting and walkthrough
- Floral design, tablescape mock-up, and rental selection meeting



PLANNING

We guide you from inspiration to reality, turning your dream wedding into a carefully crafted plan. From vendor selection to budget management and every thoughtful detail in between, we ensure nothing is overlooked. With our expertise, your journey to “I do” feels effortless, joyful, and entirely yours.

- Email and telephone communication during our office hours
- Kick-off call to jump-start the planning process
- Initial budget and planning meeting, to take place within 30 days of our kick-off call
- Budget creation, tracking, and management
- Personalized planning to-do list updated once a month
- Monthly wedding progress reports
- Organization of files and information, including prepared check-lists, spreadsheets, contracts, notes, and other files
- Customized timeline and event flow to ensure the wedding runs smoothly, updated throughout the process
- Vendor research, review, and selection, including all your major vendors
- Vendor payment management and scheduling
- In-person meetings to be held in-person or virtually
- Communication and organization of vendors throughout the planning process
- Attendance at planning meetings with the caterer, floral designer, venue team, rental companies, transportation companies, entertainment, invitation designer, and other vendors of distinction as it relates to the flow of your event
- Organization and management of guest accommodations and transportation
- Etiquette support throughout the process, assisting you in managing tricky scenarios
- OPTIONAL: Customized online planning portal for communication throughout the planning process



COORDINATION

On your wedding day, we bring your vision to life with seamless precision and calm confidence. From vendor management to timeline execution, we handle every detail so you can fully savor each moment. Our goal is simple: a stress-free, flawless celebration where all you do is celebrate your love.

- Receipt of fully assembled wedding decor items for placement up to one week prior to the wedding
- Final confirmation of all vendors, including individualized timelines and instructions
- Final planning meeting one month before the wedding
- Final walkthrough of your wedding venue with relevant vendors
- Bridal party timelines and instructions
- A 30-minute wedding ceremony rehearsal to take place the week of the wedding
- 12 hours of on-site coordination and production on the day of your wedding
- Full coordination of all your hired vendors, including venue staff, catering, floral design, production crews, entertainment, photography, videography, bridal styling, beauty, musicians, officiant, and any vendors you've hired
- Pre-wedding ceremony set-up, styling, and coordination to ensure the wedding design comes to life.
- Full coordination of the wedding day and cues, including pre-ceremony festivities, ceremony, cocktail hour, dinner, and dancing
- Post-wedding clean-up and take down

Full-Service Wedding Design, Planning, and Coordination Package

STARTING AT \$5,000



Wedding Planning and Coordination Package

STARTING AT \$2,500

For the couple with a vision. Our Planning & Coordination package gives you expert support from the early stages to your wedding day. We help you navigate vendor selection, timelines, and logistics while ensuring every detail flows seamlessly. On the big day, we take the reins so you can fully immerse yourself in the moments that matter most—love, laughter, and celebration—without a worry in sight.

(This package continues on the next page)



PLANNING

We guide you from inspiration to reality, turning your dream wedding into a carefully crafted plan. From vendor selection to budget management and every thoughtful detail in between, we ensure nothing is overlooked. With our expertise, your journey to “I do” feels effortless, joyful, and entirely yours.

- Email and telephone communication during our office hours
- Kick-off call to jump-start the planning process
- Initial budget and planning meeting, to take place within 30 days of our kick-off call
- Budget creation, tracking, and management
- Personalized planning to-do list updated once a month
- Monthly wedding progress reports
- Organization of files and information, including prepared check-lists, spreadsheets, contracts, notes, and other files
- Customized timeline and event flow to ensure the wedding runs smoothly, updated throughout the process
- Vendor research, review, and selection, including all your major vendors
- Vendor payment management and scheduling
- In-person meetings to be held in-person or virtually
- Communication and organization of vendors throughout the planning process
- Attendance at planning meetings with the caterer, floral designer, venue team, rental companies, transportation companies, entertainment, invitation designer, and other vendors of distinction as it relates to the flow of your event
- Organization and management of guest accommodations and transportation
- Etiquette support throughout the process, assisting you in managing tricky scenarios
- OPTIONAL: Customized online planning portal for communication throughout the planning process



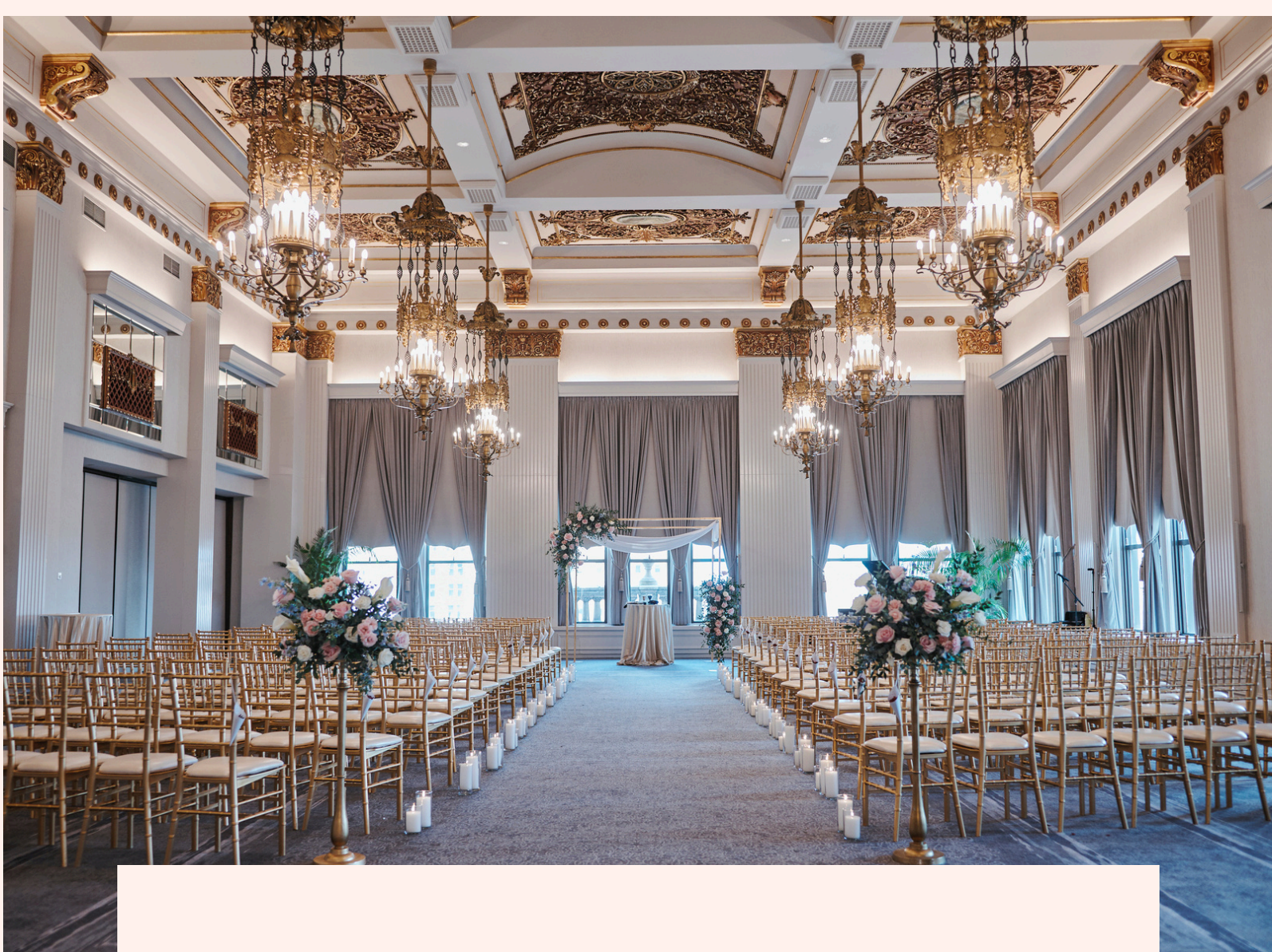
COORDINATION

On your wedding day, we bring your vision to life with seamless precision and calm confidence. From vendor management to timeline execution, we handle every detail so you can fully savor each moment. Our goal is simple: a stress-free, flawless celebration where all you do is celebrate your love.

- Receipt of fully assembled wedding decor items for placement up to one week prior to the wedding
- Final confirmation of all vendors, including individualized timelines and instructions
- Final planning meeting one month before the wedding
- Final walkthrough of your wedding venue with relevant vendors
- Bridal party timelines and instructions
- A 30-minute wedding ceremony rehearsal to take place the week of the wedding
- 12 hours of on-site coordination and production on the day of your wedding
- Full coordination of all your hired vendors, including venue staff, catering, floral design, production crews, entertainment, photography, videography, bridal styling, beauty, musicians, officiant, and any vendors you've hired
- Pre-wedding ceremony set-up, styling, and coordination to ensure the wedding design comes to life.
- Full coordination of the wedding day and cues, including pre-ceremony festivities, ceremony, cocktail hour, dinner, and dancing
- Post-wedding clean-up and take down

Partial Planning and Coordination Package

STARTING AT \$2,500



Event Management Package

STARTING AT \$1,500

For the couple who has done it all. Our Management package ensures your carefully curated wedding unfolds seamlessly. On the day-of, we manage timelines, vendors, and every behind-the-scenes detail, so you can fully immerse yourself in each magical moment. With us at the helm, your celebration is effortless, joyful, and flawlessly brought to life.

(This package continues on the next page)

EVENT MANAGEMENT INCLUDES

- Email and telephone communication starting at least 8 weeks prior to your wedding
- Personalized planning to-do list for the final weeks of planning
- Review of files and information, including vendor contracts and confirmed wedding details
- Timeline meeting to go over event logistics and cadence
- Customized timeline and event flow to ensure the wedding runs smoothly
- Assistance with finalizing your seating chart
- Etiquette support throughout the final weeks, assisting you in managing tricky scenarios
- OPTIONAL: Customized online planning portal for communication starting six weeks from your wedding date
- Receipt of fully assembled wedding decor items for placement up to one week prior to the wedding
- Final confirmation of all vendors, including individualized timelines and instructions
- Final planning meeting two weeks before the wedding
- Final walkthrough of your wedding venue with relevant vendors
- Bridal party timelines and instructions
- A 30-minute wedding ceremony rehearsal to take place the week of the wedding
- 12 hours of on-site coordination and production on the day of your wedding
- Full coordination of all your hired vendors, including venue staff, catering, floral design, production crews, entertainment, photography, videography, bridal styling, beauty, musicians, officiant, and any vendors you've hired
- Pre-wedding ceremony set-up, styling, and coordination to ensure the wedding design comes to life
- Full coordination of the wedding day and cues, including pre-ceremony festivities, ceremony, cocktail hour, dinner, and dancing
- Post-wedding clean-up and take down

Event Coordination Package

STARTING AT \$1,500



TAKE A LOOK AT
OUR PORTFOLIO

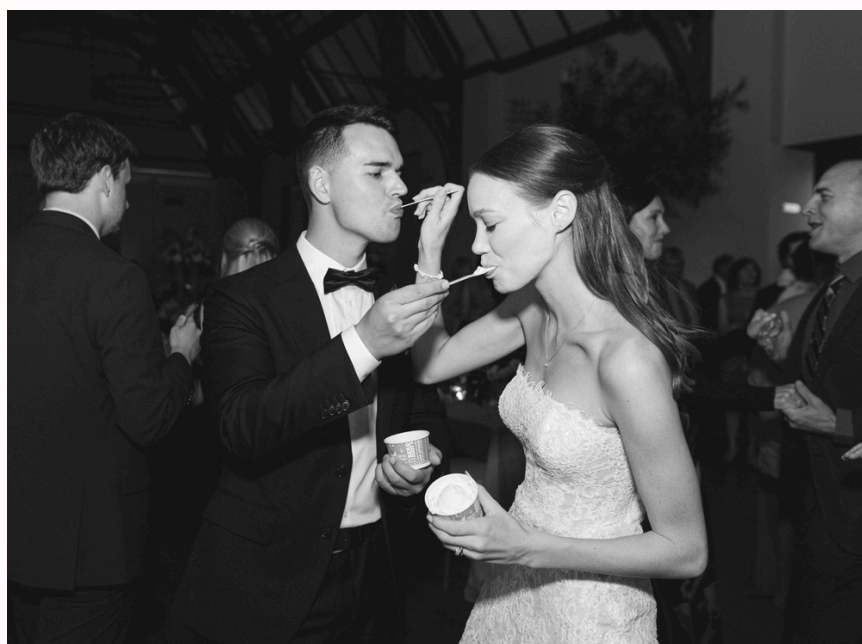


PHOTO: HART & FIG PHOTOGRAPHY



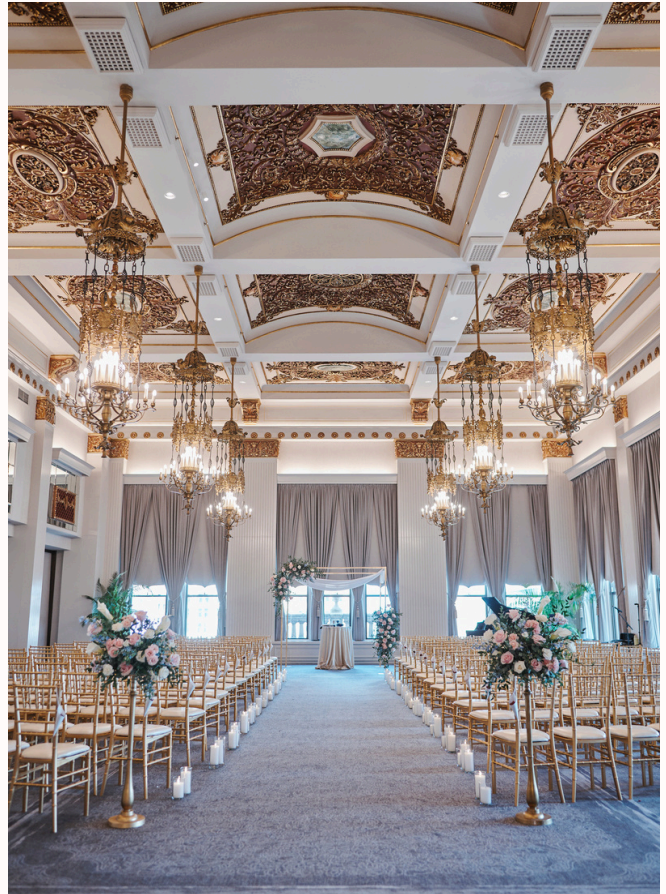
TAKE A LOOK AT
OUR PORTFOLIO



PHOTO: DERRICK PARSONS WEDDINGS



TAKE A LOOK AT
OUR PORTFOLIO



A La Carte Services

DECOR SETUP AND TAKEDOWN

\$300+

Our Decor Setup & Takedown Service is perfect for couples who are providing their own décor and want an expert to help bring it to life. We provide two planning meetings—one to get to know your vision and one to discuss the specifics. We provide expert recommendations for best setup.

Day-of we will handle the setup of your tables, ceremony décor, and other easy-to-arrange elements. After your celebration, we will return to help pack everything up, so you can enjoy your day stress-free!

VENUE RESEARCH

\$150+

Dreaming of the perfect wedding venue but can't seem to make sense of the endless options available? Our venue research service removes the overwhelm of finding the right venue for your wedding. We'll listen to your criteria to understand your priorities and find the venue that matches your wishlist of items!

Your wedding venue is the most important decision you'll make during the planning process, and this service has been custom designed to help couples secure the best option. With our years of experience and industry connections, you'll have your perfect wedding venue secured in just a few weeks!

PLANNING HOURS (10/20/30)

Our Planning Hours package offers professional guidance in manageable increments, perfect for couples who want expert support without committing to full-service planning. Billed in 10-hour blocks, we work with you to create a detailed planning timeline, manage budgets, research venues, and provide personalized design and styling guidance. Meetings are included to review your vision, answer questions, and keep your wedding planning on track.

Additional services can include vendor recommendations, contract review, RSVP tracking, and décor sourcing ideas. With Planning Hours, you get the support you need—exactly when you need it - so your wedding journey feels organized, joyful, and entirely your own.

10 HOURS FOR \$250

20 HOURS FOR \$500

30 HOURS FOR \$750

Frequently Asked Questions

HOW FAR IN ADVANCE SHOULD I BOOK WITH NE OCCASION?

We recommend booking a full planner at least 1 year prior to your wedding day. Ideally you should hire your planner before booking a venue.

Book your coordination services at least 5 months in advance. This will ensure you stay organized and know who to go to with any questions that arise.

WHAT AREAS DO YOU SERVICE?

We are based in Milwaukee, WI and the Midwest (including Chicago, Madison and Minneapolis) are our stomping grounds. We will travel for any love story!

DO YOU ONLY PLAN WEDDINGS?

No! We also plan milestone birthdays, showers, private events, and other celebrations.

HOW INVOLVED WILL WE BE IN THE PLANNING PROCESS?

As much as you'd like! Some couples want to be hands-on, while others prefer to let us manage the details. We customize our approach to fit your vision and comfort level.

WHAT IS THE DIFFERENCE BETWEEN A VENUE COORDINATOR AND WEDDING COORDINATOR?

A venue coordinator manages the logistics of the venue, while a wedding coordinator—like NE Occasion - brings your entire vision to life. We handle timelines, vendors, décor, and every detail so you can relax and enjoy your day stress-free.

Essentially, the venue coordinator protects the venue; your wedding coordinator protects your vision.

HOW DO WE GET STARTED?

Reach out through our contact form or schedule a consultation. We'll discuss your vision, share our packages, and find the perfect fit for your celebration.

Our Step-by-Step Process

STEP 1 | SEND US AN INQUIRY ON OUR WEBSITE

Visit Our Planning Services page on our website and send us an inquiry!

STEP 2 | FILL OUT OUR PRE-CONSULTATION QUESTIONNAIRE

This is the most important step! We will use the responses in this form to provide you a custom quote based on your personal needs.

STEP 3 | MEET TO CHAT ALL THINGS WEDDING!

Our 20-minute inquiry calls will cover everything from your Love Story to what specifically you need on your Big Day. We will also provide a detailed walkthrough of our services.

STEP 4 | REVIEW OUR CUSTOMIZED PROPOSAL

Sent to you in your custom HoneyBook portal, your proposal will cover total cost, deposit amount, contract and everything else you will need to review prior to booking with us.

STEP 5 | SIGN OUR AGREEMENT AND MAKE YOUR FIRST PAYMENT

Make our partnership official by signing your contract and paying your deposit!

STEP 6 | KICK OFF WEDDING PLANNING!

This is where the fun begins! Depending on your chosen package we will provide next steps.

NEXT STEPS:

Schedule your consultation call with us!

Email us with your questions at
info@ne-occasion.com

WWW.NE-OCCASION.COM