

THE DAY OF DUO, LLC

Service & Pricing Guide





Meet The Duo!



The Day of Duo is a Pittsburgh-based wedding & event planning service. Founded by two childhood best friends, The Day of Duo is a women owned business. Becca & Chelsea successfully planned each other's weddings, and fell in love with the wedding planning process as 2023 brides.

With the duo, every couple is welcomed. The duo understands the importance of every detail, and is dedicated to making your wedding dreams come true! Let us handle the logistics, while you focus on creating timeless memories with your loved ones.

The Day of Duo provides efficient, quality, and practical planning services right at your door step...or alter. So take the stress off your plate, because the only thing left should be your wedding cake!

xoxo - Becca + Chelsea



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How The Duo Works

01 BOOK A FREE CONSULTATION

We want to hear about you, your partner, and your story! This is a time for us to see if we are a good match and to discuss what you are looking for from the duo.

02 SIGN THE CONTRACT

If you're ready to move forward, woohoo! Let's do this! We will send over the contract and receive your 50% deposit to lock in your date. Now, let the fun begin!

03 KICK OFF MEETING

This is where we review all of the details in your package. Then, we will get a timeline in place. From there, the duo is available at your fingertips.

04 IT'S GO TIME!

Once everything is finalized, we will double and triple check your venues, vendors, and details to make sure you feel completely at ease going into your special day.



COMMUNICATION

CONTACT DETAILS

Becca: (412)-722-5397

Chelsea: (412)-925-9981

Email: thedayofduo.bc@gmail.com

WEBSITE

www.bcdayofduo.com

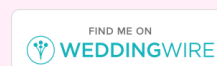
SOCIAL MEDIA

The Knot: The Day of Duo

WeddingWire: The Day of Duo

Instagram: [@thedayofduo.pgh](https://www.instagram.com/thedayofduo.pgh)

Facebook: The Day of Duo, LLC - PGH



What's Included

- **THREE MONTHS PRIOR**

- Two coordinators
- Initial zoom meeting
- Unlimited contact with the The Day of Duo
- Introduction to your chosen venue and vendors
- On-site venue visit (at request)
- Create seamless day of timeline

- **MAIN POINT OF CONTACT**

- Oversees vendor set up & deliveries:
- Hair/Makeup
- Photographer
- Videographer
- Florist
- DJ/Live Music
- Catering/Bar Services
- Cake/Desserts
- Backdrops/Photo Booths
- Lighting/Special Effects
- Transportation
- Pet Services

- **CEREMONY**

- Set up decor/signage
- Bouquet & boutonniere distribution
- Ensure rings are present
- Direct guests to their seats/sides
- Line up bridal party
- Cue music
- Grand entrance preparation
- Exit coordination
- Direct guests to transportation

- **RECEPTION**

- Personal decor set up
- Tablescape preparation
- Signage placement
- Timeline check
- Remind the designated person to get card box
- Distribute vendor gratuity envelopes
- Direct guests to transportation
- Gathering of couple's belongings
- Assist with tear down
- Pack decor in vehicle
- Any additional details discussed

THE DAY OF DUO

Investment

\$1,900



Let's Get Started!

We would love to get to know you more. If you think we are a good fit for you, then let's schedule a call. We would love to be a part of your big day. From our experience being brides, we understand how important this day is. The Duo is looking forward to hearing from you!

Things going wrong?
We don't know her.

cheers -The Duo

