

EVERWOVEN

EVENT PLANNER CATALOG





About Our Services

Intentional Design, Seamless Execution, and Stories Woven Through Every Detail

At Everwoven Events, we believe that every event tells a story—and our role is to help weave that story into each thoughtfully designed moment. Our planning services are crafted for intimate gatherings of 100 guests or fewer, where connection, atmosphere, and authenticity take center stage. Whether it's a wedding, corporate retreat, or private celebration, we bring organization, artistry, and calm expertise to every stage of the process.

We approach each event as a collaboration—listening carefully to our clients' vision, priorities, and personalities. From timelines and vendor management to design guidance and planning checklists, we ensure that every element works in harmony, allowing our clients to stay fully present and enjoy the moments that matter most.

Clients can choose the level of involvement that best suits their needs, budget, and event scope. Our flexible structure provides options for full-service planning or shorter-term coordination leading up to the event.

Contact

Meredith McBride

828.216.8050

meredith@everwovenevents.com

Planner & Day-Of Coordinator Packages



Full Planning

Comprehensive management from concept to completion. Includes budget creation, vendor sourcing, design direction, and full event execution.



90 Day Coordination

Ideal for clients who have booked most vendors but need expert guidance to finalize details, confirm logistics, and manage the event's final stretch.



45 Day Coordination

Perfect for those who enjoy planning but want professional support to oversee setup, schedules, and vendor communication closer to the date.



30 Day Coordination

A streamlined coordination option focused on timelines, rehearsal guidance, and day-of management to ensure everything runs smoothly.

COORDINATOR SERVICES INCLUDE

- Creation and management of a comprehensive wedding timeline, including arrivals, ceremony cues, and major moments.
- Rehearsal attendance, coordinating with the officiant - ensuring all participants are confident and prepared.
- Collaboration with the DJ/Band on pre-ceremony, ceremony, cocktail hour, and reception music selections, including entrances and special dances.
- Coordination of a secondary assistant (as needed) for full wedding party support and guest flow management.
- Ensuring the wedding party is photo-ready, fed, and comfortable throughout the day.
- Overseeing all vendor communication, logistics, and on-site setup.
- Managing and resolving any day-of emergencies discreetly and efficiently.

PRICING & DETAILS

Every Everwoven event is guided by our signature philosophy: that beauty lies in the details, but meaning lies in connection. Our planners specialize in creating gatherings that feel personal, cohesive, and calm—woven together by the relationships, stories, and emotions that make each celebration unique.

Full Planning

\$5000 and up

Comprehensive management from concept to completion. Includes design guidance, vendor sourcing, budget creation, and full execution. Planner oversees all vendor communication and logistics throughout the planning period, including timeline creation, vendor meetings, and day-of coordination.

50% nonrefundable deposit due at booking. Balance due 30 days prior to event.

90 DAY

\$3000 and up

Up to 5 hours of correspondence prior to onboarding at the 90-day mark. From 90 days forward, coordinator meets bi-weekly with the couple to build the timeline, confirm vendors, and finalize logistics. From 45 days out, meetings increase to weekly updates, and from 30 days forward, coordinator assumes full vendor communication and management.

50% nonrefundable deposit due at booking. Balance due 30 days prior to event.

45 DAY

\$2500 and up

Up to 5 hours of correspondence prior to onboarding at the 45-day mark. From 45 days forward, coordinator meets with the couple for weekly updates and manages key logistics. From 30 days forward, coordinator takes over vendor communication and scheduling, ensuring a seamless transition into event week.

\$1000 nonrefundable deposit due at booking. Balance due 30 days prior to event.

30 DAY

\$2000 and up

Up to 5 hours of correspondence prior to onboarding. From 30 days forward, coordinator conducts weekly meetings/updates with the couple, assumes vendor communication, and finalizes the event timeline. Designed for clients who have managed most details but need professional oversight and execution.

\$1000 nonrefundable deposit due at booking. Balance due 30 days prior to event.

Additional Fees (may be waived at planner's discretion)

Travel Fee: \$250 if event location is more than 90 minutes outside the greater Asheville Area.

Secondary Assistant: \$250 if the venue is large or logistically complex and requires additional coordination support.