

Full Planning Package

Pre-Wedding Day

- **UNLIMITED client/Planner meetings**
- **UNLIMITED vendor meetings**
- Unlimited Contact via email
- Monthly email check-ins
- General planning checklist
- Detailed wedding day itinerary for wedding party and all vendors
- Review vendor contracts
- Confirm arrangements with all vendors (delivery dates, arrival times, rental quantities, etc.)
- Detailed timeline will be sent 1 week prior to wedding for review
- Confirmation of all vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary
- Event design, theme, and decor assistance
- Tracking RSVPs
- Food and beverage assistance
- **Budget construction and analysis**
- **Budget management (tracking of all payments and due dates)**
- **Invitation assembly and mailing (postage not included)**
- **Venue rease and selection after understanding your vision, style and budget, and will schedule site visits**
- **Assistance with securing and finalizing the details once you have chosen your wedding location**
- **FULL event design, theme, and concept development (we will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and decor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.**
- **Assistance in scheduling alteration sessions with wedding planner attendance at final fittings**
- **Negotiate special hotel rates and room blocks for out of town guests**
- **Assistance in arranging all transportation needs**
- **Favor assembly (not including cost of supplies)**
- **Assemble and deliver welcome baskets/gift bags (not including cost of supplies)**
- **Research activities and special events for out of town guests**
- **Rehearsal dinner location research, selection, and coordination**

Wedding Rehearsal

- Coordinate ceremony rehearsal (1 hour)
- Distribute wedding day itinerary to wedding party, family, and attendants
- collect/coordinate final payment for vendors
- Collect wedding day items

Wedding Day

- Manage the flow and timing of the ceremony and reception (until final formality)
- Act as a liaison between wedding party, family members, and vendors
- Use of "bridal emergency kit"

Ceremony Set-Up and Coordination (2 hours)

- Distribute bouquets and pin corsages
- Direct vendors as necessary
- Oversee set-up of the ceremony
- Distribute final payments and gratuities as needed
- Set-up ceremony decor not handled by a specific vendor
- Direct ushers with programs and seating as necessary
- Line up and cue wedding party/musicians for ceremony
- Give marriage license to officiant and ensure wedding rings are present
- Collect all personal wedding items and gifts to deliver to reception site or designated person

Cocktail Hour and Reception (6 hours-set-up through final formality)

- Set-up all reception decor not handled by specific vendor
- Manage vendor set-up for reception and make sure all commitments are fulfilled
- Help bustle wedding gown (if necessary)
- Line up and cue Bride, Groom, and wedding party for entrance
- Assist band or DJ in cuing important events
- Cue Bride and Groom for all important events
- Maintain and Coordinate timeline for all events during reception
- Stay in communication with vendor staff to ensure things are running smoothly

Cost

- \$8000
- \$500 deposit due at the time of contract signing to reserve your date
- 50% remaining balance due three (3) months prior to your event date
- Final payment due 30 days prior to wedding date