

Partial Planning Package

Pre-Wedding Day

- **Five (5) one-hour client/Planner meetings**
- **Seven (7) 1 hour vendor meetings for the wedding planner to attend in the categories of your choice (DJ, Florist, Caterer, etc.)**
- 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
- **Review current budget**
- **Event design, theme, and decor assistance**
- **Tracking RSVPs**
- **Food and beverage assistance**

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

- \$2200
- \$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

EVENTS