

Full Planning Package

Planning Services start 12-15 months prior to wedding date | \$3,850.00

Pre Event Production

- ★ 4-8 face to face meetings, unlimited video calls /phone / email communication
 - ★ Inspiration Board
 - ★ Hotel Room Blocks and shuttle service
 - ★ Review all vendor contracts
- ★ Up to 4 Venue Visits to establish the event style, direction, and flow
- ★ 4-6 Vendor / Venue Recommendations in accordance with budget and style per vendor type
 - ★ Act as the liaison between client and vendors for all logistical needs
 - ★ Coordinate & Attend Vendor Meetings
- ★ Set up / Break down & additional assistant to ensure your vision comes true
 - ★ Wedding Checklist
 - ★ Contact with photographer to ensure all wanted photos are listed
 - ★ Rehearsal Dinner Reservations
- ★ Stuff, seal, stamp, and mail save the dates and/or wedding invitations
- ★ Provide and maintain spreadsheet templates for the following: guest list, RSVP's, seating plan, photography shot list, and important songs / "do not play" list

Wedding Week

- ★ Attend final meetings with client and collect all celebration elements
 - ★ Confirm all details and arrival times for vendors
 - ★ Coordinate rehearsal with (or without) Officiant
 - ★ Detailed timeline for Day of Wedding
- ★ Collect wedding day needs (seating chart, guest list, music, ceremony & reception line up)

Wedding Day

- ★ Ensure essential items are on hand such as vows, speeches, marriage license, rings, etc.
 - ★ Collect and arrange details for photography photos
- ★ Assist you and bridal party in getting ready & distribute bouquets, corsages, & boutonnieres
 - ★ Be in contact with floral drop offs and transportation as needed
 - ★ Assist in directing bridal party and family photos
- ★ Collect and distribute final payments & gratuity to vendors
 - ★ Serve as point of contact for all vendors
 - ★ Emergency kit is provided
- ★ Set up and Break Down Event decor and details (if necessary)
- ★ Second assistant to ensure all details are in place (if necessary)
- ★ Oversee details in venue (table checks, place cards, programs, guest book, favors, etc.)
 - ★ Oversee timely "flip" of room if necessary
 - ★ Cue all music changes and speeches with band/dj
- ★ Cue guest of honor and family for special moments including: dances, toasts, cake cutting
 - ★ Monitor card box/gifts to ensure they are with you end of night
 - ★ Coordinate transportation for guests end of night as needed
 - ★ Arrange favors if needed
- ★ Day of Coordinator with 1-2 assistant(s) up to 12hours

~A La Carte Services Available for Additional Charges~

