

LE BAM STUDIO PLANNING SERVICES
**(Price varies per package or can be included with all-inclusive décor package
with Le Bam Studio)**

WEDDING PLANNING + DESIGN AND VENUE SELECTION

- Venue selection and contract negotiations
- Work with venue staff for event layout and floor plan

WEDDING PROFESSIONAL SELECTION

(Photographer, Entertainment, Videographer)

- Schedule and attend wedding professional meetings
- Review proposals and negotiate final terms of all wedding professional agreements

ASSIST WITH CATERING + CAKE SELECTION

- Advise client on catering menu
- Schedule and attend menu selection meetings with catering manager and client
- Review and proof BEO (Banquet Event Order) provided by catering manager
- Schedule wedding cake tasting and consult on cake design

MANAGE BUDGET & TRACK PAYMENTS

- Create overall wedding budget for client to follow

GUEST COORDINATION

- Research hotel accommodations according to location and client's budget requirements
- Reserve and negotiate guest room blocks

RESERVE TRANSPORTATION

- Book and schedule transportation services for the wedding day
- Confirm wedding day schedule and locations

AID IN SELECTION OF STATIONERY

- Help choose wedding stationery items such as invitations, programs, menus and all other printed items
- Schedule and attend stationery meetings
- We will communicate all details & edits to stationer

EVENT PRODUCTION

- Review all event orders for accuracy, request final changes, and communicate event logistics with each vendor
- Prepare customized, detailed wedding day timeline, hour by hour for wedding party and each vendor - including schedule, getting ready schedule, photography timeline, and scheduled events of the day
- Attend and manage final walk through at venue with wedding professionals to confirm final layout and timeline
- Contact all vendors to confirm arrival and install time

- Distribute the client-approved timeline to all vendors 1 week before wedding date

EVENT MANAGEMENT/REHEARSAL

- Attend and coordinate (1) hour of ceremony rehearsal
- Oversee all wedding professional setups on the day of the wedding
- Direct ushers and hostesses with seating and program distribution
- Coordinate ceremony - assist officiant and cue bridal party for processional and recessional
- Set-up escort cards, table numbers, guest book, menu cards, favors, etc.
- Oversee cocktail hour and assist guests with table seating assignments
- Work with band/DJ to cue Entrance, First Dance, Cake Cutting, Bouquet, Garter Toss, etc.
- Distribute final payments and gratuities to vendors
- Gather gifts and personal items, and deliver to designated person at the end of the wedding