

UNIQUE MELODY

EVENTS & DESIGN



FULL SERVICE PLANNING

\$8,500

Design Consultation + Preparation

- Unlimited In-Person Planning Consultations/Sessions (within 20 Mile radius), including personal attendance to select service provider meetings as stated below in “Vendor Selection + Coordination” (for example)

- Design session to define your preferences, priorities, personality, taste and style. With that, create a personalized design and theme for your event, interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc.)

NOTE: Design creation is subject to cost and project fees. (i.e. escort cards, signage, menus, favors, structures)

- Budget and cost analysis – help establish priorities, including creation and management of a personal budget spreadsheet.

- Menu Tasting + “Details” Meeting with Hotel/Caterer.

- Timeline Session

- Table Decor + Final Prototype Session

- Continuous recommendations via phone + email

- Communication with vendors throughout the planning process

- Personalized checklists and reminders

- Assist with wedding website content/wording

- Creation of event floor plan

- Ceremony planning + Reception planning

- Detailed schedule for rehearsal, ceremony and reception, including vendor timetable

- Review event order/Banquet Event Order (BEO) from hotel/caterer

- Assist with development of the reception seating assignment

- Etiquette Advisement and Marriage License Information

- Assistance with selection of wedding party gifts

- Guidance and assistance on agreed upon DIY project.

- Assist with selection and ordering of favor item.

- Checklist of personal items for ceremony + reception (i.e. escort cards, guestbook, favors, etc.)

- Assistance with planning of the Rehearsal Dinner venue selection + coordination

- Attendance to select service provider meetings based on client’s needs.

- Vendor placement of all vendors – paired according to your budget, personality and

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style (ex. photographer, videographer, invitation, band, DJ, entertainment, caterer, florist, lighting, rentals, specialty rentals, transportation, officiants, hair/make-up, etc.)

- Vendor booking
- Review proposals and contract(s) review
- Rental placement and management and obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon client approval.
- Assistance in tracking vendor deposits, payments and due dates
- Request and obtain insurance certificates if required by venue
- Client access to “real time” Vendor Sheet, a personalized, synced log of booked vendors and ceremony detail
- Client access to “real time” Budget sheet for tracking expenses

Wedding Rehearsal

- Direct wedding rehearsal
- Organize wedding party for line-up and placement
- Announce wedding day arrival times for wedding party & family with brief photo schedule overview

Wedding Day

- Full day wedding coordination: overall management of wedding ceremony and reception with at least one planner and one assistant
- Use of wedding day emergency kit
- Assist wedding party with attire
- Manage wedding timing with bridal party, family members and vendors
- Distribute flowers to wedding party and family
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections & cue ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception activities - grand entrance, dances, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room

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(Additional 10% of vendor cost may apply if more than 13 vendors)