



Full Service Wedding Planning

STARTS AT \$5,000

This is our most comprehensive planning package that will take you from the venue search to walking down the aisle, and everything that happens in between. Your price is based on the scope of services A Toast To You Weddings & Events will provide to execute your wedding celebration after an initial consultation. This option provides you with an “Advocate” that will be by your side through the entire process and then some. In addition to planning the details of your special day, we will help you create a budget, negotiate and read contracts, and coordinate your vendors! Just sit back and relax and let us handle the hard and stressful work so you can enjoy your season engagement and celebration.

- ❖ Establish priorities and set budget
- ❖ Offer full design and styling for wedding
- ❖ Track payments & due dates
- ❖ Present Vendor referrals
- ❖ Conduct ceremony and reception venue information & research
- ❖ Arrange & attend site tours (as desired)
- ❖ Arrange & attend vendor appointments (as desired)
- ❖ Assist and negotiate vendor contract
- ❖ Offer musical entertainment recommendations
- ❖ Recommend accommodations for out-of-town guests
- ❖ Coordinate resources for wedding day apparel
- ❖ Book wedding day transportation
- ❖ Book calligrapher
- ❖ Present and select wedding favors

- ❖ Select wedding party gifts
- ❖ Offer hair & make-up recommendations
- ❖ Coordinate full rehearsal
- ❖ Offer and select invitation
- ❖ Coordinate ceremony program selection and printing
- ❖ Assistance with ceremony order and selections
- ❖ Coordinate processional & recessional order
- ❖ Create ceremony diagram for wedding party
- ❖ Create ceremony seating plans for special guests
- ❖ Assist with menu selection & details
- ❖ Attend final catering meeting
- ❖ Create detailed wedding day schedule for wedding party
- ❖ Create detailed wedding day timeline for vendors
- ❖ Coordinate final details with vendors
- ❖ Book all rentals and oversee set-up
- ❖ Collect items the week of to bring to rehearsal (pictures, guest book, seating cards, cake service set, toasting glasses, table numbers, place cards, favors, candles, etc.)
- ❖ Manage and direct ceremony rehearsal
- ❖ See all gifts are taken to your suite by accompanying your designated wedding attendant or hotel security ensure they are locked in your closet or the hotel safe

**WE WILL BE HANDS-ON IN EVERY DETAIL THROUGHOUT THE ENTIRE
PLANNING PROCESS ENSURING THE DAY IS FLAWLESS.**

Partial Wedding Planning

STARTS AT \$3,000

This is a great option for those couples who want to play a part in the planning process. With this package, you'll receive multiple planning sessions that can start 3 to 6 months prior to your special day. During the final planning session, we will coordinate with all your vendors at your venue, including caterers, entertainment, decorators, rental company, florists, and more, to make sure everything is set for your event. We will ensure that your special event is stress-free and flawless.

Day Of Coordination Package

STARTS AT \$1,300

“The “Day of Coordination” is where we make sure all logistics are set-up properly for the rehearsal dinner and the day of your wedding. We will take over as the point of contact for all vendors and your chosen venue the day of your big event. We will provide up to 8 hours of support on the day of the event. This will ensure you can enjoy your celebration.

A LA CARTE SERVICES

FOR THE “DO IT YOURSELF COUPLE”

Choose from the following a la carte options for your special day:

- ❖ *Find the right vendors for your wedding day*
- ❖ *Consult with vendors on design and décor*
- ❖ *Provide support at your florist meetings to consult on design*
- ❖ *Can manage the wedding calendar from now till the end of event*
- ❖ *Manage the wedding calendar from now till the end of event*
- ❖ *Look over all vendor contracts*
- ❖ *Provide vendor negotiations*
- ❖ *Final vendor meetings via telephone to review every detail with each vendor, planning the day and time line*
- ❖ *Handle arrival of all vendors*
- ❖ *Disperse final checks and gratuities to the vendors*
- ❖ *Greet and direct your guests to the ceremony and reception areas*

- ❖ *Set out place cards, table cards and favors and other personal reception items*
- ❖ *Supervise and communicate with the chef, banquet captain and catering staff to ensure excellent and timely dinner service*

- ❖ Collect your guest book, pen, toasting glasses, cake top, etc. and bring everything to your honeymoon suite, designated room or designated car
- ❖ Coordinate and oversee all the vendors for the entire day, up to 10 hours, so that you can relax, have fun and enjoy the day
- ❖ Ensure that you and wedding party get cocktails and hors d'oeuvres served to you during your photography session, if desired
- ❖ Orchestrate rehearsal
- ❖ Plan the day of timeline from beginning to end
- ❖ Make sure all vendors get their general liability insurance to the venue
- ❖ Give you full planning schedule within one week of signing contracts to keep you focused and calm along the way
- ❖ Communication between all the vendors on the wedding day to oversee that they are setting up everything the way you want it
- ❖ See all gifts are taken to your suite by accompanying your designated wedding attendant or hotel security to ensure they are locked in your closet or the hotel safe