



Victoria Stephen Events

Preparing *for your Wedding Day*

Congratulations! Planning a wedding is such an exciting time, but it can also be a little overwhelming if you don't know where to start. The process of planning a wedding can be long and stressful, but it doesn't have to be! You deserve everything to be perfect on your big day. It takes a lot of time and hard work to pull a wedding together perfectly! Let Victoria Stephen Events see to it that every detail is coordinated so that your day is stylish and elegant from start to finish.

Wedding Planning Packages and Services

Wedding Day Coordination Package - \$2,250

This package is designed for couples who'd like to do the planning themselves, but want a professional to help them execute all of their hard work when their wedding day finally arrives. We will finalize the details and logistics of your wedding day and execute your carefully planned vision smoothly and successfully. Simply be the bride and groom on your wedding day!

Pre-Wedding Day Services

- ❖ Unlimited contact via phone and email
- ❖ Create a planning checklist so nothing is forgotten before the big day
- ❖ Production of a detailed timeline and schedule for vendors
- ❖ Etiquette guidance
- ❖ Assist with Ceremony plans and Reception Layouts
- ❖ Review vendor contracts
- ❖ Confirmation of all vendors, services and arrival times.
- ❖ Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.



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Meetings

- ❖ Complimentary Consultation to get a feel for your vision
- ❖ Venue Walkthrough - to walkthrough event spaces and review timeline (2-3 months prior to your wedding)
- ❖ Final Details Meeting - review final details, timeline, Vendors & Ceremony (2-4 weeks prior to wedding)

Wedding Rehearsal

- ❖ Coordinate ceremony rehearsal
- ❖ Collect décor to set-up on the wedding day (from Packing Checklist)
- ❖ Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- ❖ Collect final payments for vendors
- ❖ Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day Services - General

- ❖ Unlimited time (beginning with vendor arrival) on the day of the event, complete wedding day coordination from set-up to tear down
- ❖ Manage the flow and timing of the entire day
- ❖ Act as a liaison between wedding party, family members, and vendors

Wedding Day Services- Ceremony

- ❖ Distribute bouquets and pin flowers on attendants
- ❖ Direct photographer, videographer, musicians, rentals, florist, etc. of where to set-up
- ❖ Greet vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
- ❖ Distribute final payments and gratuities as needed
- ❖ Transport gifts and personal belongings to on-site hotel room or designated person or car
- ❖ Set-up of all ceremony décor not handled by a specific vendor (i.e. guestbook, unity candles, programs, pictures, etc.)
- ❖ Cue band/DJ for entrance of processional & Brides entrance
- ❖ Direct Ushers with program and seating distribution



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- ❖ Line up and cue wedding party for ceremony
- ❖ Ensure that the marriage license is signed & wedding rings are present
- ❖ Collect all personal wedding items and gifts and deliver to reception site or designated person

Wedding Day Services- Reception

- ❖ Set-up of all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, etc.)
- ❖ Manage vendor set-up of reception and make sure all commitments are fulfilled
- ❖ Bustle wedding gown
- ❖ Line up and cue Bride, Groom and wedding party for Grand Entrance
- ❖ Assist band or DJ in cueing important events (i.e. grand entrance, cake cutting, bouquet toss, dances, etc.)
- ❖ Cue Bride and Groom for all important events
- ❖ Maintain & coordinate timeline for all events during reception
- ❖ Stay in communication with banquet staff to ensure things are going smoothly
- ❖ Collect personal wedding items and deliver to on-site bridal suite or to clients allocated responsible party



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Partial Wedding Planning Package - \$4,250

If you're a Do It Yourselfer, or simply on a budget, the Partial Wedding Planning Package is a smart and affordable option. After an initial consultation we'll evaluate your needs, style and budget and come up with a tailor-made package that includes vendors that are reputable and the right fit for you. Of course, we will also stay on board to consult with you throughout the entire planning process to ensure that you don't forget a thing.

We step in and guide you for the remainder of the planning process with budget, design assistance, professional vendor referrals and unlimited professional advice to ensure a stress free planning experience and wedding day.

Pre-Wedding Day Services

- ❖ Unlimited contact via phone and email
- ❖ Create a planning checklist so nothing is forgotten before the big day
- ❖ Production of a detailed timeline and schedule for vendors
- ❖ Etiquette guidance
- ❖ Assist with Ceremony plans and Reception Layouts
- ❖ Review vendor contracts
- ❖ Confirmation of all vendors, services and arrival times.
- ❖ Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

Budget

- ❖ Produce a realistic detailed budget or review budget created by Client, to offer cost-saving tips and to ensure they are on a realistic path

Design

- ❖ Guidance to ensure the wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- ❖ Suggest décor elements



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Vendor

- ❖ Vendors provided based on budget and style, Client would then take over to contact Vendor to confirm availability and arrange appointments
- ❖ Review final contracts before executed

Meetings

- ❖ Complimentary Consultation to get a feel for your vision
- ❖ Venue Walkthrough
- ❖ Final Details Meeting
- ❖ Design/Planning meeting

Wedding Rehearsal

- ❖ Coordinate ceremony rehearsal
- ❖ Collect décor to set-up on the wedding day (based of Packing Checklist)
- ❖ Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- ❖ Collect final payments for vendors
- ❖ Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day

- ❖ All services listed in Victoria Stephen Events Wedding Day Coordination package



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Full Wedding Planning Package \$6,500

Everything you need to ensure that your wedding is fabulous and gloriously stress-free. Perfect for that couple that wants to make all of the decisions regarding the wedding, but doesn't have time for the details and arrangements. For the couples that need assistance from the very beginning until you leave for your honeymoon.

The Victoria Stephen Events Full Wedding Planning Package will allow you to put all of your energy into the fun and exciting part of the planning process. Have fun with the parties and bridal showers, finding your dream gown, shopping and all the other fun activities associated with planning your dream wedding. Let us handle the details!

Pre-Wedding Day

- ❖ Unlimited contact via phone and email
- ❖ Create a planning checklist so nothing is forgotten before the big day
- ❖ Production of a detailed timeline and schedule for vendors
- ❖ Etiquette guidance
- ❖ Assist with Ceremony plans and Reception Layouts
- ❖ Review vendor contracts
- ❖ Confirmation of all vendors, services and arrival times.
- ❖ Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

Meetings:

- ❖ Unlimited meetings, emails and phone calls
- ❖ Complimentary Consultation to get a feel for your vision
- ❖ Final dress fitting to learn bustle
- ❖ Tastings
- ❖ Design
- ❖ Planning
- ❖ Timeline
- ❖ Venue Walkthrough - to walkthrough event spaces (2-3 months prior to your wedding)
- ❖ Final Details Meeting - review final details, timeline, Vendors & Ceremony (2-4 weeks prior to wedding)



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Budget Management:

- ❖ Produce a realistic detailed budget, once Clients priorities have been established
- ❖ Track budget to ensure finances are on track
- ❖ Payment reminders
- ❖ Final Vendor Payment worksheet

Venue Selection

- ❖ Produce a “venue scout” based on clients taste and budget, listing pictures, out-the-door rates, pro/con list and availability
- ❖ Arrange and attend venue tours
- ❖ Finalize all contracts

Vendor Selection and Management

Assistance with vendors and selection of the most professional and reliable vendors to fit your style, and budget including, but not limited to, Officiant, Photographer, Videographer, Florist, Catering, Bakery, Entertainment, Hair and makeup, Lighting, Rentals, Wedding Stationery, Attire, Calligraphy, Seamstress, Room block, Transportation Etc.

- ❖ Bridal salon recommendations to find your perfect gown
- ❖ Vendors provided based on availability, budget and style
- ❖ Review final contracts before executed
- ❖ Schedule appointments
- ❖ Oversee proposals and edits
- ❖ Point of contact for all wedding details

Design

- ❖ Establish concept/theme
- ❖ Create a digital color & vision board
- ❖ Guidance to ensure the wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- ❖ Suggest décor elements
- ❖ Assemble & deliver welcome baskets/gift bags to Hotel(s) (not including cost of supplies)



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Guest List Management

- ❖ RSVP management: tracking rsvp's (guest count, requests, meals etc.), providing weekly reports and calling/emailing those who didn't respond

Wedding Rehearsal

- ❖ Coordinate ceremony rehearsal
- ❖ Collect décor to set-up on the wedding day (based of Packing Checklist)
- ❖ Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- ❖ Collect final payments for vendors
- ❖ Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day

- ❖ All services listed in Victoria Stephen Events Wedding Day Coordination Package



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À la Carte

You tell us what you need! This option is perfect to add-on our services to any package or to create a customized package to suit your needs, style, and budget. From assembling your invitations, to taking your wedding dress to the cleaners, Victoria Stephen Events can do it for you. Just let us know!

- ❖ Coordination of engagement party
- ❖ Bridal shower planning and coordination
- ❖ Invitation assembly and mailing
- ❖ Planning rehearsal dinner
- ❖ Guest list management: Tracking RSVP's and calling those who didn't respond
- ❖ Gift basket/bag assembly
- ❖ Last minute wedding related errands
- ❖ Budget development & analysis
- ❖ Honeymoon planning
- ❖ Tuxedo Return
- ❖ Deliver wedding dress to cleaners
- ❖ Planning/coordination of Day after breakfast/brunch
- ❖ Plan activities for out-of-town guests