

# **POSH Events of Atlanta**

With all the details and moving parts involved in making a wedding day happen, advanced planning is necessary to get all the logistics coordinated. Below are the responsibilities of POSH Events of Atlanta for your big day.

## **Full Planning Service (STARTING AT \$3250)**

This service is designed for the client who wants a truly customized event that reflects their own unique style and taste, yet desires the most Stress-LESS planning experience possible. In addition to including a design concept that is woven through every aspect of your event, this package encompasses all event stages from the vendor selection, to invitations and everything in between. You won't have to lift a finger if you don't want to or don't have the time!

Review Contracts and Confirm Vendor Logistics

Conduct Initial and Final Site Walk-through with Venue

Assistance with Ceremony and Reception Design

Plan Event Progression Meetings with Venue and Vendors

Coordinate Rehearsal, Ceremony, & Reception

Create Floor Plan for Wedding Ceremony & Reception

Setup and Collect all Personal Items

Manage Guest List RSVP & Create Seating Chart Setup

Manage Delivery, Setup, and Breakdown of all Wedding Day Vendors

Create and Manage Wedding Day Schedule & Timeline

Manage Budget, Vendors, & Payments

Wedding Attire Management

Bridal Party Management

Save-the-dates, Invitations, Place Cards, Event Website, Menus, Table Numbers, Event Programs, Party Favors, Information Sheets, Hotel Welcome Bags (if applicable)

# **POSH Events of Atlanta**

With all the details and moving parts involved in making a wedding day happen, advanced planning is necessary to get all the logistics coordinated. Below are the responsibilities of POSH Events of Atlanta for your big day.

## **Partial Wedding Service (STARTING AT \$2150)**

This service is designed for clients who want to be engaged throughout the planning process but require a co-pilot to assist with design setup and major milestones. \*\*\*This package also includes the Day-of-Coordination Service.

Review Signed Contracts and Confirm Vendor Logistics

Conduct Initial and Final Site Walk-through with Venue

Assistance with Ceremony and Reception Design

Plan Event Progression Meetings with Venue and Vendors

Coordination of Rehearsal, Ceremony, & Reception

Assistance with Floor Plan for Ceremony and Reception

Setup and Collect all Personal Items

Assistance with Guest List RSVP & Seating Chart Setup

Manage Delivery, Setup, and Breakdown of all Wedding Day Vendors

Assistance with Creating Wedding Day Schedule/Timeline

Collect Gifts and Personal Items

# **POSH Events of Atlanta**

With all the details and moving parts involved in making a wedding day happen, advanced planning is necessary to get all the logistics coordinated. Below are the responsibilities of POSH Events of Atlanta for your big day.

## **Day-of-Coordination Service (STARTING AT \$995)**

This service is for the client that has already accomplished the huge task of planning their events themselves. They simply need someone to ensure everything runs smoothly and to oversee the logistics leading up to the big day.

Telephone and Email Support during Planning Phase

Vendor Recommendations

Assistance with Wedding Day Schedule/Timeline

Coordinate Rehearsal, Ceremony and Reception

Coordinate Vendor's Equipment Breakdown

Assist the Bride and Groom with Dressing and Photo Schedules

Guide Bridal Party through Processional and Recessional

Check Floor Plans, Lighting, Guest & Sweet Heart Table Set-Up, and Cake Placement

Cue all Wedding Professionals