

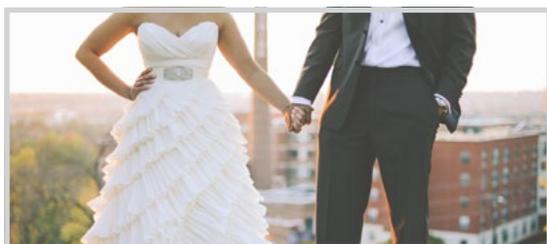
OUR PLANNING SERVICES

We make your dream real. And part of making it real is making it work within your budget. We recommend our Ultimate Planning option for the most involved and effective planning of your wedding, but we also provide several different levels to suit your particular needs.



PRIMARY PLANNING

This option provides an excellent starting point for your wedding. This is included in both our Essential and Ultimate planning options, but we're happy to provide this as a stand-alone option if you'd like to manage the ongoing details of your wedding yourself.



ESSENTIAL PLANNING

This option provides core planning, management, and support of the details of your wedding, while allowing you to manage some of the details yourself.



ULTIMATE PLANNING

This option provides complete and total planning for your wedding, giving you peace of mind that your vision is being brought to life.



WEDDING DAY COORDINATION

This option is for you if you choose to handle the planning and details that lead up to your wedding yourself, but you need help with coordination on the actual day. This is included in our Essential and Ultimate planning options.

PRIMARY PLANNING

- ◆ One planning meeting
- ◆ Define colors, themes, and overall style of the event
- ◆ Develop event budget
- ◆ Develop personalized checklist to include projects and tasks to be completed during planning process
- ◆ Electronic copies of budget and checklist provided within two weeks of meeting

ESSENTIAL PLANNING

Includes everything in Primary Planning and Wedding Day Coordination plus the following:

- ◆ Check in meetings every 6-8 weeks
- ◆ Help keeping you on track with planning tasks
- ◆ Recommend vendors that fit budget and style
- ◆ Review contracts as requested via email
- ◆ Answer questions via email and phone

WEDDING DAY COORDINATION

- ◆ On-site meeting one month before wedding with client
- ◆ Discuss details for set-up plan and timeline
- ◆ Create and distribute detailed set-up plan and event timeline to you and vendors
- ◆ Direct wedding rehearsal with officiant the evening before the wedding
- ◆ Unlimited hours and one or two coordinators on wedding day
- ◆ Serve as primary point of contact for all vendors, family, and guests
- ◆ Oversee vendor set up and set up client's personal items and décor
- ◆ Execute event timeline keeping wedding party, family, vendors, and guests on track
- ◆ Distribute tips or final payments to vendors
- ◆ Pack up all personal items, gifts, cards, and decor at the end of the event

ULTIMATE PLANNING

Includes everything in Primary Planning and Wedding Day Coordination plus the following:

- ◆ Check in meetings every 4-6 weeks
- ◆ Manage planning checklist, keeping projects and tasks on track
- ◆ Identify vendors that fit budget and style
- ◆ Present vendor options to you, negotiate and finalize all vendor contracts on your behalf (but you sign contracts and make payments)
- ◆ Manage budget, deposits, and payment due dates
- ◆ Answer questions via email and phone
- ◆ Assemble, address label, stamp, and mail invitations
- ◆ Create and update wedding website
- ◆ Manage room blocks with hotels
- ◆ Assemble details such as programs, table assignment displays, guest book, table numbers, party favors, etc.
- ◆ Assemble and deliver hotel guest bags to hotels

