



<b>One Fine Day Responsibilities</b>	<b>D-I-Y Service</b>	<b>Full Service</b>	<b>Day of Service</b>	<b>Destination</b>
Discuss wedding plans, expectations & budget	✓	✓		✓
In-person meetings with couple to discuss wedding details	3	Unlimited	1	Unlimited
Planning Binder with timeline, budget & information sheets	✓	✓		✓
Etiquette guidance and suggestions	✓	✓		✓
Provide information on marriage license and change name kit	✓	✓		✓
Selection of professional vendors to choose	✓	✓		✓
Setup accommodation blocks for guests	✓	✓		✓
Contact via phone, email during office hours	Limited	✓	✓	✓
Extended office hours & limited after hour office availability		✓		✓
Engagement to Honeymoon coordination direction		✓		✓
Assist the groom with duties/responsibilities	✓	✓		✓
Arrange & attend appointments with vendors		✓		Limited
Transportations available to all vendor appointments		✓		✓
Wedding weekend transport setup for guest and bridal party		✓		✓
Contact vendors as booked to ensure contracted services		✓	✓	✓
Assist with bridal portrait, obtaining bouquet & being on site		✓		Limited
RSVP Maintenance & Follow-ups (Invitations & Responses)		✓		✓
Contact vendors 4 weeks prior to confirm contracted services		✓	✓	✓
Create detailed itinerary, contact sheet & map for vendors		✓	✓	✓
Obtain bridal items for ceremony/reception		✓		✓
Providing attendants with event day agenda		✓		✓
Direct and assist at rehearsal		✓	✓	✓
Provide 1 Certified Wedding Planner & 1-3 event support staff based on location and event size		✓	✓	✓
Meet vendors at wedding sites for deliveries/setup		✓	✓	✓
Set up and decorate the ceremony and reception locations		✓	✓	✓
Arrive 2 hours prior to ceremony & remain until reception end		✓	✓	✓
Coordinate Ceremony: Entrance, readings, candles, etc.		✓	✓	✓
Distribute any remaining payments to vendors		✓	✓	✓
Hand out tossing items and/or favors to guests		✓	✓	✓
Provide a bridal emergency kit		✓	✓	✓
Bustle wedding gown at the reception		✓		✓
Coordinate Reception: Entrance, first dance, cake, exit, etc.		✓	✓	✓
Decorate Wedding Suite if desired		✓		✓
Return rented items to industry professionals		✓		✓
<b>A la Carta Services</b>				
Calligraphy <i>(Invitation Addressing, Signs, etc)</i>				
Rental Items <i>(Photobooth, Dinningware, Servingware, Beverage Service, Linens)</i>				
Hourly Rate Event Assistance <i>(Creating Centerpieces, Assignment Cards, Favor Gifts, Bows, etc)</i>				