

Activity	Full Service From \$4000	Month-of / Day-of Service From \$1500	Ala Carte \$100/hr	Detail
Complimentary initial consultation to ensure we are a good match	x	x	x	
Consultation and answering questions (i.e. design & décor, vendor duties, timeline of activities, vendor negotiations, etc.) leveraging face-face meetings, phone calls, video chats, email support	x			
Customized detailed budget determination and ongoing budget management.	x			Budget is the first thing which should be determined. Every budget is unique, every family is different from a funding perspective (who is paying for what, how much flexibility there is). From this key component, all other planning will evolve. It is important to establish a budget and then manage within it. A timeline for deposits and payments will be established. Day-of disbursements and tips will be managed
Event design consultation	x			Your vision for the day/weekend is the second most critical component of planning. What do you envision, what are your non-negotiables (things you can't live without, things you absolutely don't want). Consideration should be given to who else "gets to voice an opinion". Do you want the traditional 5PM ceremony, 6PM cocktail hour, 7-11 dancing or do you want something completely different? Do you want formal/casual, morning/evening/sunset, a gathering so large you are meeting people for the first time/intimate, dancing, dinner/cocktail hour, etc. etc.
Advice and suggestions in working with family members and their contributions, financially and otherwise, for the planning process and wedding weekend. Ideas on how to include and involve both local and out-of-town family members	x			Every family is unique. What role with each person play? Who will contribute in what way? Managing expectations and actions is critical to your ability to have the wedding you envision.
Customized planning software templates customized to you which includes; monthly activity checklist, budget, itinerary, guest list management, etc.	x			I like to use tools that allow collaboration - google docs, dropbox, onedrive
Support venue selection process - Research, recommendations, site tour, negotiations and contracting the perfect location based on your budget and vision	x			
Create a personal wedding checklist and timeline/schedule so that every detail is accounted for	x			Every timeline is unique based on the time for planning and the ability for each family to contribute to tasks. Managing all the to-do's to fit unique situations to ensure everything that needs to get done, does get done in order to avoid last minute scrambling - who can/wants to do what, managing those who can manage to schedule and those who cannot
Guest list preparation and management	x			Determining the guest list is typically the most difficult and stressful part and it starts from the moment you are engaged until the event. I have suggestions and proven approaches to help manage and adjust the guest list throughout
Communication and collaboration with the venue throughout the planning process	x			
Research and qualify vendors (officiant, caterer, bar, floral, décor, musicians, transportation, hair, make-up, etc.) to make recommendations based on your budget and vision.	x			
Assist with vendor (venue, officiant, caterer, bar, floral, décor, musicians, transportation, hair, make-up, etc.) contracting - interviews, RFP process, short listing, contract review and negotiations.	x			
Support attire selection and management - Bride. Coordinating appointments for selection (ensuring alignment with budget, style and timeline criteria), fittings, picking up the bridal gown, cleaning.	x			
Support attire selection and management - Groom and bridal party. Coordinating selection, purchase/ordering of rentals.	x			
Communication with contracted vendors throughout the planning process	x			
Coordination between vendors	x			
Menu planning - Serving style for hor'dourves and meal, planning for dietary restrictions	x			
Assist with designing and sourcing of pre-wedding stationary (i.e. save the dates, invitations, welcome letters, programs, menus, etc.)	x			
Invitation management and RSVP tracking	x			Depending on your guest list you might need to employ a tiered series of invitations and RSVPs. Follow up where necessary and validation of confusing responses
Bar planning	x			Depending on venue you may/may not have options to manage stock and manage costs.

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Design venue room/s layout	x			Ensure seating arrangement, dance floor and musician placement, food and bar placement, etc.
Support seating arrangement/assignment	x			
Assist with coordinating and contracting transportation for you and your guests.	x			
Assist with coordinating and contracting lodging for you and your guests (room blocks)	x			
Assist with designing and sourcing of event stationary (i.e. welcome letters, programs, menus, etc.)	x			
Create a comprehensive, customized event time schedule for vendors and wedding party, guests	x	x		
Confirm contracts and timing of events with all vendors leading up to event	x	x		
Plan B planning with venue	x	x		Ensure a Plan B is determined, contracted, decisions made at appropriate time and alternative plan executed if needed
On-site orchestration of ceremony rehearsal with officiant, venue staff, bridal party, family	x	x		
Act as your your eyes and ears and right hand throughout the day so you and your loved ones can relax and make memories.				
Anticipating the possibility of unplanned occurrences and reducing the possibility of mishaps but reacting to them when they do occur	x	x		
Guiding everyone (or assisting the master of ceremonies) graciously through the day and keeping things running on schedule (i.e. photography, first dance, toasts, cake cutting, bouquet toss, etc.)	x	x		
Oversee and monitor contracted vendors during event to ensure they provided all products and services contracted are delivered with anticipated quality and professionalism	x	x		
Liaison and contact for all wedding party, family members, and vendors. Answering all their questions and addressing their concerns.	x	x		
Ensuring parents and other important people are given special care and that their every need is catered to.	x	x		
Bridal party - preparation	x	x		Ensure you have everything you need to have you and your bridal party looking lovely, timeline management, food and drink, transportation
Oversee ceremony and reception set up.	x	x		
Delivery and setup of special touches (i.e. guest book, favors, escort cards, menus, décor items, etc.)	x	x		
Coordinate the wedding ceremony	x	x		
Orchestrating pictures with the photographer	x	x		Pre-planning, schedule management, ensuring all the key pictures you requested are captured
Provide an on-site emergency kit for you and your bridal party	x	x		
Overseeing ceremony and reception tear down so you and your family can leave the event carefree. Collect all of your presents and personal items.	x	x		
Event design			x	I find that many couples ask for "design" help but are really very prone to do their own design via pinterest, looking at magazines, pulling in elements they love so I have not priced those services into my packages. I can provide expert design assistance if requested.
Planning and on-site coordination of the rehearsal dinner			x	Depending on your vision and budget, the rehearsal might be as complex as the planning for the reception. It might involve: venue, vendor (food, beverage, florals, guest list, independent invitations, seating configuration, etc.)
Planning and on-site coordination of day-after brunch			x	
Planning and on-site coordination of bridesmaid luncheon			x	

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Planning and on-site coordination of wedding weekend activities for guests or wedding party			x	Think bridal party olympics and other get togethers outside rehearsal, ceremony, reception