



Congratulations on your Engagement!

Planning a wedding involves unending details, deadlines, family drama, and often too much stress. You, the bride, work full time. Perhaps you're even going to school as well. Your fiancé, your mother and your sister are all just as busy. Well, you can use my services to relive all the stress and not so fun aspects of planning your big day.

Your wedding is the most important day of your life therefore you should also be able to enjoy it. Hiring me as your wedding planner or wedding day coordinator will ensure that you do. You, your bridal party, and family will feel like royal guests at the wedding, as it should be.

Services I can provide for you:

### **Wedding Planner 10% of Budget**

#### **COORDINATION**

There are several components to making a wedding or event run smoothly prior to the event and on the day of the event. I assist with:

#### **Preparation**

- Budget drafting and management
- Consultations to establish priorities, personality, taste and style. We will then create a personalized design and theme for your event, interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc.)
- Create wedding timeline & checklists
- Unlimited access via phone and email
- Location sourcing and attendance to site visits

#### **Vendor Selection and Coordination**

- Creation of event floor plan
- Vendor referrals
- Review of vendor contracts
- Negotiations

### **Wedding Coordinator \$300 1-Day Fee**

#### **DAY OF COORDINATION**

If you've been planning your wedding since you were a little girl and enjoy planning every little tiny detail of your wedding. You may not need a wedding planner but what you do need is a wedding coordinator.

- Vendor confirmations (1 week prior)
- Day of detailed timeline
- Full day wedding coordination: overall management of wedding ceremony & rehearsal
- Assist wedding party with attire
- Manage the timing of the event with Vendors
- Distribute flowers to wedding party and family
- Place table centerpieces and décor
- Setup and prep favor tables
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements as needed

- Personal attendance to select service provider meetings based on Client's needs.
- Vendor communication
- Rental placement and management, including obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon Client approval.
- Track vendor deposits, payments and due dates
- Assist Client with tracking vendor expenses

#### **Rehearsal**

- Wedding rehearsal
- Assistance with planning for the rehearsal dinner
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (i.e. escort cards, guestbook, favors, etc.)
- Final walkthrough at reception and ceremony site

#### **Ceremony**

- All "Day of Coordination" listed on right

- Cue ceremony
- Coordinate reception activities: grand entrance, first dance, cake cutting, toast
- Distribute final payments and/or gratuities to vendors (paid by Client)
- Coordinate transport of gifts and personal items into designated car or hotel room.
- Manage clean-up

### **Wedding Coordinator \$850 1-Month**

#### **MONTH OF - COORDINATION**

I will expertly supervise each and every element of your ceremony and reception. We will meet one month prior to review your wedding details. On the day of your event, each event professional will be given a copy of the complete event timeline to make sure we are all working together to achieve ultimate success.

#### **Preparation**

- One (1) in-person consultation meeting
- Unlimited access via phone and email one (1) month before wedding day
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Vendor Coordination
- Distribute wedding day timeline for vendors
- Contact vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

**Includes Rehearsal & Day of Coordination Services Listed Previously**

