



Congratulations on your engagement! Thanks so much for choosing Full Circle to help plan your dream wedding. You're on the way to ensuring your wedding will be fabulously planned, and remembered always! The following is a detailed breakdown of services included in our Month-Of Coordination Package:

**Valuable Wedding planning tools-** After you have reserved your wedding date, we will send you helpful checklists, tips, and planning tools.

**Accessibility-** Unlimited emails, text or phone calls from time of booking.

**Pre-Wedding meeting-** This is our initial planning consultation via phone, in person or Skype approximately 30-45 days before the wedding. During this meeting we will:

- Discuss your vision for your wedding- It's our heart to fully understand your vision so we can help you bring that vision into focus! Taking the time to see the uniqueness in your story will help us to incorporate those elements throughout your entire event.
- Review your vendor list and begin to make appointments to schedule venue tours.
- Create a vendor timeline, this will be distributed to all vendors and wedding party the day of the wedding to ensure we are all in sync.
- Review or create your ceremony plan- We'll make a list of everyone in your wedding party and decide when and in what order you would like them to process and recess.
- Review your wedding and reception décor list and go over detailed setup instructions.
- Review of our wedding planning checklist. This is a checklist of items brides most often forget about.

**Venue walk-through-** This is a walk-through of your venue location to discuss all set-up options, please send an e-mail or call to schedule no later than 30 days before your wedding date to ensure availability.

**Week-of vendor contact-** This is an opportunity for us to touch base, introduce ourselves and confirm all the details of your contracts. We will distribute a vendor timeline and a wedding timeline to all vendors outlining the day's events. From this point on, we are the initial point of contact if vendors have any questions, allowing you the week before the wedding to begin to feel like the bride instead of the planner!

**Wedding Rehearsal** (up to 2 hrs.)- We will be present at your wedding rehearsal and offer support in any manner needed. We are happy to assist your officiant, or perform rehearsal solely, walking your wedding party through the processional, ceremony highlights and recessional.

## Wedding Day:

- **Coordinate all dynamic facets of your wedding day into one seamless event-** manage vendors, provide assistance with guests needs and inquiries, facilitate solutions to unexpected challenging situations that may arise etc.
- **Set up/take down of ceremony and reception site-** this includes all décor, table settings, candles, linens, place cards, signs, centerpieces, etc. and transfer of floral between sites (as agreed upon).
- **Ensure the design of the venue is as anticipated/discussed.**
- **Assist Bride, Groom and Bridal Party as needed throughout the day.**
- **Oversee all wedding day deliveries, and distribution of flowers to bridal party-** receiving and direction of all deliveries and floral, also help with pinning corsages and boutonnieres, delivering bridal bouquets etc.
- **Transport all personal items from ceremony to reception.**
- **Management of timeline and coordination of vendors-** Coordinating the day's activities with all vendors, receiving vendors as they arrive, and working with vendors to be sure all expectations are met. Please note: Venue and catering clean up must be contracted with the appropriate supplying vendor.
- **Deliver payment and tips to vendors requiring payment the day of the wedding.**
- **Coordination of your ceremony processional and recessional-** Lining up groomsmen and bridesmaids, checking dresses and making sure everyone gets down the aisle on time.
- **Coordinate reception flow and timing-** This includes releasing tables for dinner, coordinating all events and announcements throughout the reception with the DJ, organizing the bridal party and guests for the grand entrance/exit, cutting of cake, dances, group photo, send off etc.
- **Guide and assist guests throughout the day/evening-** Being helpful and providing excellent customer service to everyone at the wedding is one of our top priorities.
- **Gift Collection/Post Wedding Packing-** Collection of all personal items and gifts, securing them in an agreed upon location.
- **Month-of Coordination package Includes one wedding coordinator-** for a maximum of 12 hours on the day of wedding, to be determined by client. Extra charge for travel beyond 50 miles, and additional staff may be required for guest lists of more than 200 or more, or if the ceremony and reception are in 2 separate places.

Service Fee: Starting at \$1595\*

\*Fee may vary based upon wedding details and location

