

# Wedding Packages Full Service, Partial and Day of Wedding Service

**N**owadays, with wedding blogs and DIY books readily available, more and more couples are opting to plan their own wedding. While there is nothing wrong with this, one thing is for sure—you cannot coordinate your own wedding day!

On your wedding day, the main role of a **Wedding Professional** is to ensure that your plans are carried out smoothly and to discretely handle any problems that may arise. They are the liaison with the venue, catering manager, decorators, florist, entertainment, photographer and parents. They pull the pieces of the puzzle together.

With a capable Wedding, Professional watching over the details of the day, *you can enjoy all the special moments with your family and friends without stressing.* Not only should you want to relax on your wedding day, those closest to you

should as well! **Entrust** your special day to a Wedding Professional with the experience and flexibility to handle any last-minute changes that may come up, so you can enjoy your **Celebration.**





WEDDING & EVENT PLANNING

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## Day of Coordination “*Just the Basic*”

**\*\*Pricing Starting from \$950-**

**H**aving a professional Wedding Coordinator on the day of your wedding ensures that all the time, effort, and money invested in your wedding day is well spent.

Our day of coordination package “*Just the Basic*” is designed for the bride and groom who need someone to execute their dream on the day of the wedding, making sure the day flows smoothly and flawlessly!

Our goal is to do the best job possible on your wedding day, our Day of coordination starts 4-6 weeks prior to your wedding when we will consult with you, review all your vendor contracts, make sure there aren't any potential issues or red flags, develop a checklist and time-line, help you decide on the remaining details, and answer any questions you may have in the weeks leading up to your wedding. Preparation of a ceremony and reception checklist to ensure all items are accounted for on the day of the wedding.

### **Two-hour Complimentary Consultation for Planning and Guidance**

- Completion of your bridal profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the wedding and reception
- Review desired locations, options along with pros and cons of each site
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting

### **Midway Planning and Guidance Meeting**

- Review Vendors selected for services, review services included by each
- Review Venue selected and discuss floor plan, rain plan and layout
- Review items included in Venue contract
- Provide customized list of additional items needed
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting

## Final Planning and Guidance Meeting with Review of overall Plan

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize Vendor List and times of deliveries
- Provide detailed timeline and floor plan
- Highlight and discuss items needed to be included in Timeline
- Discuss wedding ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design lineup of wedding party and discuss cueing

## Wedding Rehearsal

- Wedding Coordinator will attend for limited two hours
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties
- Transport items needed to ceremony site and to reception site (height/weight restrictions).

## Wedding Day

- Wedding Coordinator will attend / arriving 2-3 hours prior to wedding start time
- Direct Wedding Ceremony and Reception
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items from ceremony to reception site (height/weight restrictions)
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- Design, direct and plan bride and grooms exit
- Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)
- Distribute any remaining payments or gratuities to vendors as needed
- Pin flowers on family and attendants, distribute bouquets and oversee all other floral placements
- Bustle bridal gown for reception
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- Box up all remaining cake and prepare to go meal if needed, distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons
- Oversee vendors clean-up
- Services available for up to 10 hours

### Note:

Included in just the basic package are unlimited emails before or after each meeting. Limited phone calls during (normal business hours Monday to Friday 10:00 am to 4:30 pm.) Always included in packages: Use of Wedding Emergency kit,

We recommend one additional assistants for large events and for events with extensive detail, decorating and set-up requirements.



WEDDING & EVENT PLANNING

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## Partial Wedding Service “Peace of Mind” Package

**\*\*Pricing Starting at \$2,500-**

Our Partial Wedding Planning differs from some, we choose to let you decide what you need from us for your Wedding Planning. Partial Wedding Planning involves limited use of our planning services such as; you may only need us to provide you with preferred vendors, itineraries, rehearsal and the ceremony coordination, but not the reception or perhaps you may only need help with planning the ceremony and reception, but not to help with the *Day-of*.

Partial Planning is based on your specific needs, so a consultation is required.

If you are interested in Partial Wedding Planning, please contact us, as Partial Wedding Planning can take anywhere from 1 to 12 months to plan, depending on your wedding event size and details.

### **Two-hour Complimentary Consultation for Planning and Guidance**

- Completion of your bridal profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the wedding and reception
- Review desired locations, options along with pros and cons of each site
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting
- Client will arrange vendor meetings and planner will attend (limited to 3 meetings)
- Client will arrange venue previews and planner will attend (limited to 3 previews)
- Determine your goals for the wedding
- Create a personalized design concept
- Assist with design of Wedding and Grooms cakes (if desired)
- Offer Guidance with proper etiquette when needed
- Provide information on obtaining marriage license on request

### **Midway Planning and Guidance Meeting**

- Review Vendors selected for services, review services included by each
- Review Venue selected and discuss floor plan, rain plan and layout
- Review items included in Venue contract
- Provide customized list of additional items needed
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting

## Final Planning and Guidance Meeting with Review of overall Plan

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize Vendor List and times of deliveries
- Advise on structure of Timeline
- Highlight and discuss items needed to be included in Timeline
- Discuss wedding ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design lineup of wedding party and discuss cueing
- Design and supply detailed Timeline after meeting
- Schedule and attend on-site planning meeting with Venue (limited 3 meetings)
- Schedule and attend on-site planning meeting with Caterer, Florist and other vendors
- Design floor plan for reception
- Wedding ceremony consultation, guidance and design

## Wedding Rehearsal

- Attend wedding rehearsal (limited two hours) to ensure all participants understand their responsibilities and are aware of the flow of the ceremony
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties
- Transport items needed to ceremony site and to reception site (height/weight restrictions)

## Wedding Day

- Wedding Planner will attend / arriving 2-3 hours prior to wedding start time
- Direct Wedding Ceremony and Reception
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items needed to ceremony site and to reception site (height/weight restrictions)
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- Design, direct and plan bride and grooms exit
- Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)
- Distribute any remaining payments or gratuities to vendors as needed
- Assist florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements when needed
- Bustle bridal gown for ceremony and ceremony
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- Box up all remaining cake, prepare to go meal if needed, distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons
- Greet guest at reception and offer any necessary directions (if desired)

### Note:

Included in the Peace of Mind Package are unlimited e-mails. Limited phone calls during normal business hours (Monday -Friday 10 :00 am to 4:30 pm). Always included in packages: Use of Wedding Emergency Kit,

We recommend two additional assistants for large events and for events with extensive detail, decorating and set-up requirements. Priced upon request.



## WEDDING & EVENT PLANNING

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### Full Service Package “*Timeless Moment*”

**\*\*Pricing starting from \$ 3,500 -**

This package is for the couple that wants us to plan and execute every detail of their wedding from picking out invitations and by to ceremony coordination and reception departure. Many engaged couples are full-time college students, while other couples are just too busy with work schedules and simply don't have the time to plan their dream wedding. Whatever the case may be, we can plan and execute your entire day. All you have to do is show up and say “I do.”

We will attend all final vendor meetings as well as coordinate the wedding rehearsal and wedding-day activities. No wedding is too big or too small for this package. This package is your guide to an easy and stress-free engagement!

#### **Two-hour Complimentary Consultation for Planning and Guidance**

- Completion of your bridal profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the wedding and reception
- Review desired locations, options along with pros and cons of each site
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting
- Arrange and attend all vendor meetings (limit 3 appointments)
- Arrange and attend Venue previews (limit 3 previews)
- Determine your goals for the wedding
- Create a personalized design concept
- Planning, development and management of wedding budget
- Monthly review of budget and revise as needed
- Prepare calendar of payments, deadlines and appointments
- E-mail reminders of monthly deadlines
- Provide complete wedding planning checklist
- Act as liaison between you and all vendors
- Assist with design of Wedding and Grooms cakes (if desired)
- Offer Guidance with proper etiquette
- Provide information on obtaining marriage license upon request
- Recommend State of the Art Lighting and Audio applications
- Provide list of accommodations for out of town guests (limit 3 hotels)
- Accompany bride and groom to choose attire for the wedding (limit 3 shops)

### **Midway Planning and Guidance Meeting**

- Review Vendors selected for services, review services included by each
- Review Venue selected and discuss floor plan, rain plan and layout
- Review items included in Venue contract
- Provide customized list of additional items needed
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting
- Vendor follow-up and confirmations
- Review all vendor contracts and discuss
- Review wedding checklist and revise
- Discuss Favors for reception
- Assist with selection, ideas and wording for invitations, programs and save the date cards
- Assist with design and wording of menu cards and place cards
- Assist with design of seating chart

### **Final Planning and Guidance Meeting with Review of overall Plan**

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize vendor list and times of deliveries
- Advise on structure of timeline
- Highlight and discuss items needed to be included in timeline
- Discuss wedding ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design lineup of wedding party and discuss cueing
- Design and supply detailed timeline after meeting
- Schedule and attend on-site planning meeting with venue
- Schedule and attend on-site planning meeting with caterer, florist and other vendors
- Design floor plan for reception
- Wedding ceremony consultation, guidance and design
- Rehearsal consultation, suggestions, guidance and design
- Make arrangements to meet with groom and his parents to plan and design rehearsal dinner

### **Final Walk-through**

- Meet at venue to discuss and finalize floor plan, menu and rain plan
- Meet with florist to review plan and design for wedding and reception
- Meet with caterer and bar beverage service to finalize plans

### **Wedding Rehearsal**

- Wedding Planner will attend for (limit two-hours)
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties
- Transport items needed to ceremony site (height/weight restrictions).

## Wedding Day

- Wedding Planner will attend / arriving 2-3 hours prior to wedding start time
- Direct Wedding Ceremony and Reception
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items from reception site reception site (height/weight restrictions).
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- Design, direct and plan bride and grooms exit
- Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)
- Greet guests at the reception and offer any necessary direction (if desire)

## Wedding Day continued

- Distribute any remaining payments or gratuities to vendors as needed
- Assist Florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements
- Bustle bridal gown for reception (ceremony and reception)
- Ensure timeline is followed and according to plan
- Oversee vendors clean-up
- Services available for up to 10 hours of wedding
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons

### Note:

Included in the Full-Service Package are unlimited e-mails. Limited phone calls during normal business hours (Monday- Friday 10:00 am to 4:30 pm). Always included in packages: Use of Wedding Emergency kit,

We recommend adding a second wedding assistant for weddings of 100 or more guests. For intensive décor and set-up, more staff may be required. Extra staffing priced upon request.