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Adrienne & Co. Luxury Events can bring planning services to your wedding for a wide variety of needs. Unlike many planners who only offer their services in specific packages, we know many couples do not need or want every service we have to offer. We are happy to bring any of our luxury services to you a-la-carte, allowing us to bring high-quality event planning expertise to any of your wedding needs. At Adrienne & Co. Luxury Events we customize our planning services to fit your wedding perfectly.

## WEDDING PLANNING SERVICES

- **Overall Event Organization-** Creating wedding timeline; following up on tasks and timelines; research and selection of best venues and vendors
- **Timeline Planning-** creation of timeline; tracking of timeline and progress
- **Budget Planning-** Creating personalized wedding budget, tracking expenses
- **Event Design-** creating a vision for wedding decor and theme with personalized plan; research of items needed; set up of all décor
- **Creating Décor-** ordering materials needed, assembling all décor elements
- **Venue Relations-** Working with venue to ensure all event items are checked; ensuring space is set up according to specifications; ensuring all payments are taken care of; handing all additional requests
- **Logistics Coordination-** working with vendors and venue on deliveries and set up; scheduling arrivals and departures; ensuring all supplies and décor are where they need to be
- **Vendor Relations-** reviewing all current vendor contracts; suggesting/researching vendors; negotiating prices of contracts; all correspondence with vendors and potential contacts; set up/arrival coordination
- **Stationary Coordination-** assistance with invitation and save the date designs; coordinating ordering of materials needed
- **Guest Correspondence-** addressing and sending out invitations; tracking of all RSVP's; answering guest questions; assisting with seating chart
- **Ordering Event Materials-** planning, ordering, and preparing materials needed for event day- favors, supplies, welcome bags, etc.
- **Set-up-** Visiting event site to create a floor plan for event; ensuring all rentals needed are ordered
- **Day of Coordination-** On site service on the day of the event to coordinate all vendors, logistics, guests, and attend to issues that arise; includes coordination through rehearsal dinner and set up (see details)
- **Post Wedding-** ensuring all follow up for wedding is done, managing vendor relations and supplies while you are on your honeymoon
- **Bridal Shower/Bachelor/Bachelorette Planning-** coordinating set up and theme of party; vendor relations; event set up/clean up



*We strive to make every event special and unique. Please let us know anything you may need.*

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# DAY OF COORDINATION

On site service day of the event to coordinate all vendors, logistics, guests, and attend to issues that arise

## Coordination of Day of Logistics

- Initial meeting to go over day of plan and logistics
- Create timelines to distribute to bridal party, families, and vendors
- Go over all last minute details
- Anything that may arise on the day of
- Week prior check in with all vendors

## Rehearsal

- Coordinate with vendors, officiant, venue, and wedding party

- Set up for rehearsal and dinner

- Prepare any setup for day of

## Pre-wedding

- Facilitate arrivals and deliveries
- Assist wedding party with any last minute needs
- Coordinate with photographer
- Set up of all décor and event materials
- Ensure all deliveries and décor have arrived and are in place
- Transportation all vital pieces of wedding– rings, license, candles, etc.

## Ceremony

- Ensure all décor is in place
- Distribute all flowers to wedding party
- Ensure all vital people are on time
- Oversee ushering of guests to seats
- Handle any emergencies that may arrive
- Cue the procession at the correct time
- Coordinate photos after ceremony

## Reception

- Ensure all vendors have arrived and are set up
- Ensure all décor and seating cards are in correct locations
- Coordinate catering staff
- Handle any issues that may arise
- Assist guests with any needs
- Coordinate schedule with DJ and service providers
- Coordinate vendor clean up/pick up
- Coordinate all event material clean up
- Ensure all vendors are paid and fed

## Complete vendor coordination provided by Your Event Concierge always included

- All correspondence with vendors and potential contacts
- Initial check in with all current vendors to confirm details
- Reviewing all current vendor contracts
- Researching/suggesting vendors
- Negotiating prices of current and potential contracts
- Working with vendors and venue on deliveries and set up
- Scheduling arrivals and departures
- Check in with all vendors week of
- Follow up with vendors with any praises or concerns



## What you'll be doing:

- Creating your guest list
- Gathering any personal items such as photos
- Sharing your Pinterest board with us so we can create the wedding of your dreams

Prices range from \$1,500-5,000



*Making you feel like a guest at your own wedding!*

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