



Weddings

by Winkaffe Global



Congratulations!

You are about to embark on one of the most special days in your life. The first day in your new life with your loved one. Congratulations! We can help you any and every step of the way - from planning a wedding shower, to curating the perfect destination wedding, and even all the way through the honeymoon. Take a look at our offerings and let us know how we can best make your special day amazing!

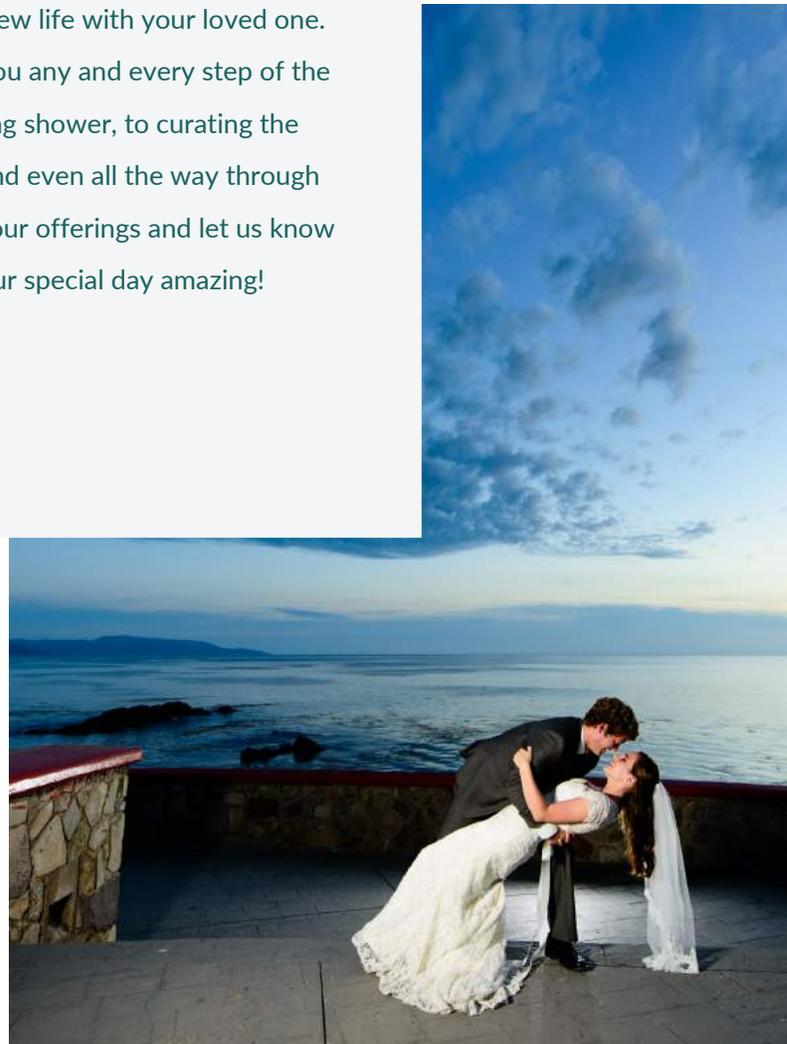
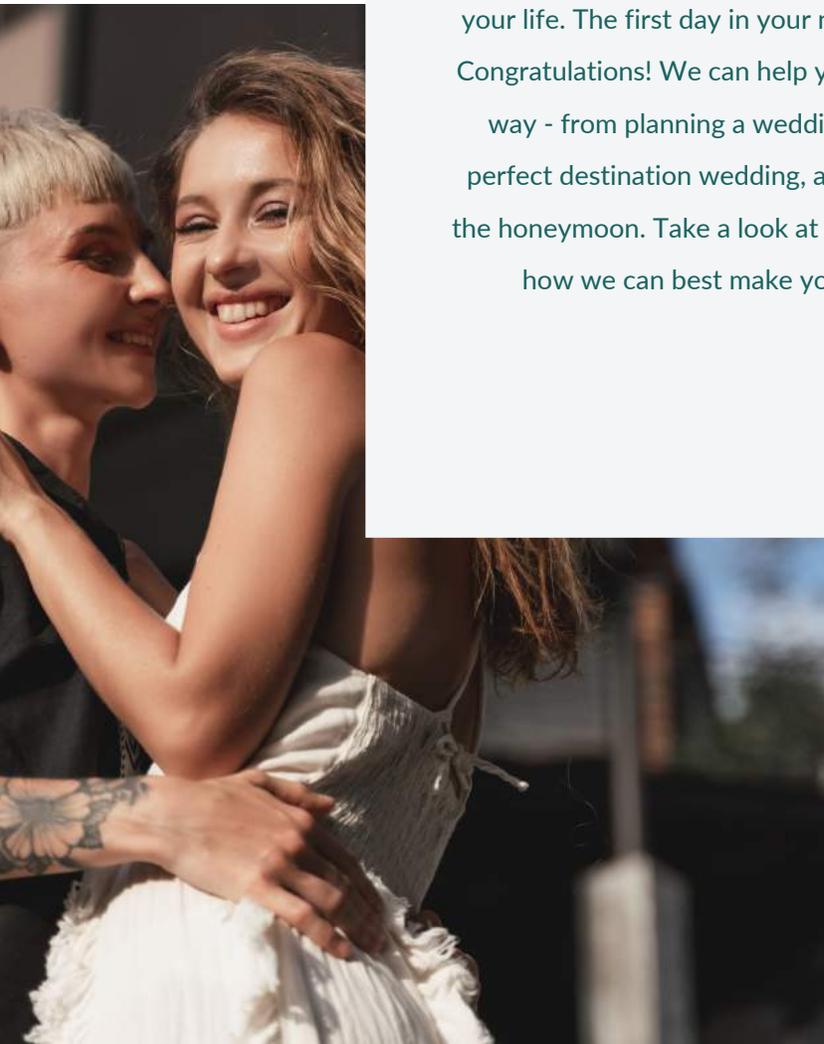




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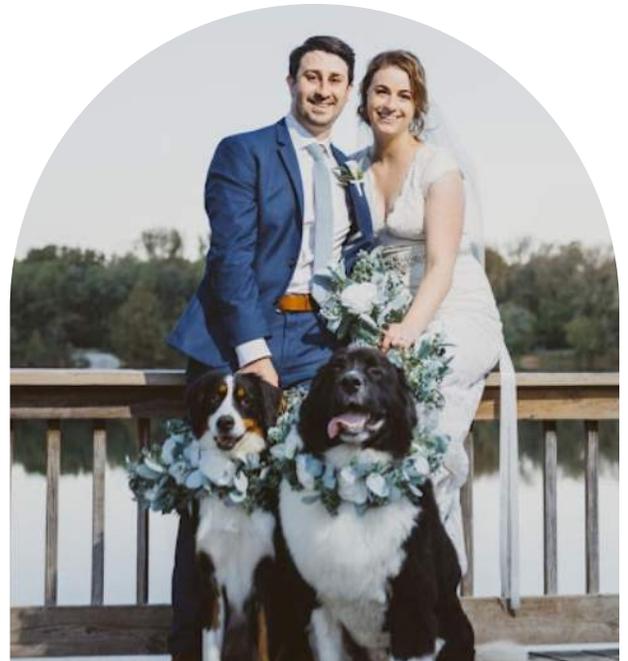
Services

About Us

Getting married at a romantic destination is something that many people dream of. If you're looking for an unforgettable experience with your guests, then consider heading to paradise and enjoying smooth white sand beaches or breathtaking vistas from a one-of-a-kind venue such as a castle in France or vineyard in Italy.

We have the experience to help you plan every aspect of your dream wedding. Our team is made up of experienced travel advisors who can provide amazing recommendations for hotels, resorts and more all across the globe, helping you choose the best option for your style and budget. Our affiliation with Virtuoso gives us exclusive access to some of the best properties and deals, meaning you can pick from the best of the best for your wedding or honeymoon.

Your planner will bring their local contacts and destination experience to work for you, taking care of everything that comes up along the way, so you won't need to worry about a thing when it comes time for your special day!



Why hire us?

1

Whether you are a DIY kinda person or you don't even want to think about the details, a coordinator or planner is a must for a destination wedding. We can handle all the complicated logistics like group flight deals, hotel blocks, on-site transportation, and more.

2

Our affiliation with Virtuoso gives us exclusive access to some of the world's best properties, as well as amazing amenities for you and your guests. Automatic upgrades, resort credits, drinks upon arrival, and more? Yes please!

3

We live and breathe travel. We are familiar with the local venues, and have contacts for local vendors like photographers or florists. We know all about how to get you the best deals, and how to avoid travel pitfalls.

4

Weddings can be stressful, but you deserve to relax and just enjoy your big day. Let us take care of your event production so you aren't the point person for all of the moving parts. We will make sure that your day is perfect!



Our Process

1

Deposit

A deposit will secure your date and guarantee our availability. The deposit for partial coordination is 50% of the expected total. The deposit for full planning is \$1000. Full advance payment of the trip planning fee is required for honeymoons. Deposits and trip planning fees are non-refundable.

2

Onboarding

Our onboarding process includes an initial consultation with your planner, during which we will go through a number of questions that will help us better assess your needs, and start the planning process.

3

Collaborative Planning

Our process helps us become experts in you. We will get to know you and your wants and needs, and work with you in a collaborative fashion until the final plan is perfect.

4

Get Married!

At your wedding or on your honeymoon, you will have nothing to worry about. We will have thought of every little detail, and will always be on call to ensure the perfect experience.



12 Months Out

1. *Determine Your Budget*
2. *Hire a Wedding Planner*
3. *Select a Venue*
4. *Make a Guest List*
5. *Decide Overall Theme*
6. *Hire Primary Vendors (Caterer, Photographer, Band, Officiant)*
7. *Take Engagement Photos*
8. *Ensure valid passports or visas (if applicable)*
9. *Reserve Honeymoon Suite*

A bride is shown from the back, holding a large, lush bouquet of flowers. The bouquet includes white roses, pink and orange dahlias, and greenery. She has a white lace hairpiece in her dark hair. A large white circle is overlaid on the image, containing the title and a list of tasks.

9 Months Out

- 1. Recruit Wedding Party*
- 2. Create Wedding Website*
- 3. Register for Gifts*
- 4. Book Hotel-Room Blocks*
- 5. Send Save the Dates*
- 6. Buy Wedding Dress*
- 7. Select Bridesmaids Dresses*



6 Months Out

1. Order Rental Items
2. Hire other vendors (ceremony musicians, lighting technician, on-site transportation, rehearsal dinner venue, baker, videographer, hairstylist, makeup artist)
3. Book Flights
4. Book Your Honeymoon
5. Buy or Rent Groom's Tuxedo
6. Begin Pre-marital counseling
7. Walk-through Venue, if possible
8. Plan Additional Wedding-Related Events
9. Purchase Wedding Rings and accessories
10. Order Invitations



3 Months Out

1. *Send Invitations*
2. *Set Catering Menu*
3. *Set Ceremony Schedule*
4. *Buy Your Cake*
5. *Buy Wedding Bands*
6. *Select Groomsmen Attire*
7. *Order any remaining supplies*
8. *Local Hair and Makeup Trial*
9. *Write Your Vows*
10. *Craft DIY Items*



2 Months Out

- 1. Send Wedding Invitations*
- 2. First Dress Fitting*
- 3. Buy Wedding Party Gifts*
- 4. Give Song Selections to Band or DJ*
- 5. Complete Floral Mockup*
- 6. Finalize photographer shot-list*
- 7. Finalize Rental Items*
- 8. Get any Required Vaccines*
- 9. Order Wedding Favors*



1 Month Out

1. Assemble Gift Bags
2. Pay Vendors in Full
3. Create Seating Chart
4. Order Escort and/or Place Cards
5. Create Tip Envelopes
6. Deliver all Items to Wedding Planner
7. Final Dress Fitting
8. Finalize travel documents
9. Chase down RSVPs



Week Of

1. *Self-Care/Grooming*
2. *Clean Rings*
3. *Pick up dress/tux*
4. *Confirm flight numbers and arrival times
for family and wedding party*
5. *Pack Your Bags*
6. *Deliver Final Headcount*
7. *Write Your Partner a Note*
8. *Head to your destination!*
9. *Apply for Wedding License (some
destinations will require a prior trip for the
license)*
10. *Complete tastings with Caterer and Baker*
11. *Hair and Makeup Trial*
12. *Final venue walk-through*

Services

PARTIAL COORDINATION

PRICE: \$40 per coordination hour

- Professional support in the areas you need it the most.
- Coordination support can include venue research and booking, travel booking, vendor research and coordination, develop timelines and day-of-plans, assisting with even design, creating room layouts, and more.

FULL-SERVICE PLANNING

PRICE: 10% of total wedding, minimum of \$2000

- The full package. Complete wedding support through the planning process and on-site at your destination wedding.
- Your time with the coordinator is not limited, and we will work with you until the event is done. Charges are based on wedding budget, not on an hourly basis.

HONEYMOON PLANNING

PRICE: \$45 per day of travel

- We can use our travel expertise to book the perfect honeymoon for you.
- Whether you are interested in an all-inclusive resort or an around-the-world adventure extravaganza, we've got you covered. Travel in comfort, knowing every tiny detail has been taken care of.



Partial Coordination

PRICE: \$40 PER HOUR

Partial Coordination serves to help the DIY couple or those just needing support in certain areas get ready for their big day.

What You Get:

Through a conversation with your coordinator, you can determine the areas of destination wedding planning that could use our professional support. While each couple is different, popular tasks include:

- Recommend and coordinate with venue
- Book flights or other travel arrangements for the couple
- Recommend and coordinate with local vendors
- Develop timelines and day-of plans
- Booking flights or other travel arrangements for VIP guests
- Creating and managing hotel room blocks
- Designing and distributing Save the Dates, Invitations, and other materials
- Assisting with event design
- Creating room layouts and seating charts

What's Not Included

- Any day-of coordination. We will help you before the big day with any tasks towards which you want to allocate our hours, but we will not be present the day of unless you purchase add-on coordination.
- Prices only include the cost of Winkaffe Global Travel services. All bookings with outside vendors, whether done through Winkaffe Global Travel or on your own, will have additional charge.

Full-Service Planning

PRICE: 10% OF TOTAL
WEDDING COST, WITH A
MINIMUM OF \$2000

Planning a wedding can be overwhelming, especially when you are dreaming of the perfect destination event. You need an expert planner who will take care of all the details so that you don't have any worries on your big day! Your wedding planner will be with you from day one and will make sure that your wedding lives up to your dreams.

What You Get:

This list is an example of what can be included. As each wedding is different, this list is not inclusive.

Pre-Event Production

- Unlimited hours, phone calls, emails, etc.
- Recommend venues and vendors
- Schedule and attend all vendor meetings
- Manage deposits and payments
- Review and negotiate all vendor contracts
- Overall event vision and design
- Create and share timeline
- Provide guidance for printed materials
- Set up and manage hotel blocks
- Source and order items
- Provide and maintain spreadsheets
- Book travel arrangements for the couple

On-site

- With the Basic Package, we will arrive on site 2 days prior to the event to ensure everything is in place. If you would like us on-site for additional days and/or events, those can be added.
- Attend final meeting with client
- Confirm all details with vendors
- Provide schedule for family and VIP guests
- Coordinate all printed materials and rentals

Full-Service Planning CONTINUED

Wedding Day

- Coordinate all aspects of wedding
- Serve as point person for all vendors— cueing timing throughout event
- Coordinate all deliveries and installations
- Coordinate distribution of final payments and gratuities
- Conduct final lighting, sound and temperature inspection
- Hand you a glass of champagne after the "I dos"
- Conduct final seating and table check
- Cue guest of honor and family for special moments
- Manage and remedy all challenges
- Oversee strike of venue
- Collect any celebration elements and gifts
- Arrange return of all rental elements

What's Not Included

- Prices only include the cost of Winkaffe Global Travel services. All bookings with outside vendors, whether done through Winkaffe Global Travel or on your own, will have additional charge.
- Planner travel costs (including airfare, ground transportation, lodging, and meals) are not included and will be billed separately.
- All tasks on the day-of are included in wedding packages. If you would like us to coordinate events on other days, you will need to add-on additional events.
- Attend pre-event site visit(s) with client to establish the event style, direction and flow. This option can be selected as an add-on feature.
- Book travel arrangements for the guests. This option can be selected as an add-on feature.

Honeymoon Planning

PRICE: \$45 PER DAY

Our travel planners can curate the perfect honeymoon for you, no matter your travel-style or budget. Whether you picture yourselves lounging on a beach in Cuba sipping pina colodas, or climbing Mt. Kilimanjaro at sunrise, we've got you covered. Our expert team has connections around the globe to ensure you are in the best hands.

What You Get:

- Unlimited hours, phone calls, emails, etc.
- Travel Design
- Full digital itinerary, in paper and mobile forms
- Accommodation recommendation and booking: Our selection of properties are high quality venues that delight and deliver a peaceful night's sleep, all within your budget. Our hotel selections meet our rigorous standards of luxury, service and convenience.
- Flight booking and monitoring: We are authorized to ticket flights, meaning that we can search through airline databases to find severely discounted rates.
- Activity recommendation and booking: We have connections with top tour providers around the world that can get you away from the crowds and help you get fully immersed in local culture and attractions. Your trip is designed for your specific interests and needs, so whether you want to venture out on your own, or with the services of a top-rated guide, we will create a trip that is bound to please.
- Transfer and ground transportation booking: Whether you need a simple airport transfer or help getting everywhere you need to go throughout your travels, we work with local partners to get you the best deals! From the moment you land, we make sure you are greeted with luxury transportation and an English speaking driver.
- VIP Access: We have exclusive access to exclusive events and top venues, providing you unique offerings you would not find online. We can provide tickets to events, concerts and shows, and access to attractions after their normal hours.

What's Not Included

- Wedding Planning Travel for anyone other than the couple
- Prices only include the cost of Winkaffe Global Travel services. All bookings with outside vendors, whether done through Winkaffe Global Travel or on your own, will have additional charge.



Add-ons

Additional Coordinator

PRICE: \$1000

If you would like to have more than one coordinator on-site for your wedding, or you purchased an hourly package and would like to include a day-of coordinator, we can offer one for \$1000. For weddings with a budget of \$50,000 and higher, an additional coordinator is already included in the package.

Price does not include travel costs for the additional coordinator.

Additional Events

PRICE: \$1500

We can also plan engagement parties, wedding showers, bachelor and bachelorette parties, rehearsal dinners, and on-site activities! Whatever you can dream up, we can plan. The charge is per additional event.

Advance Walk-Through

PRICE: \$500

Your planner can visit your venue, with or without you, 3-6 months before your event. This walk-through is an opportunity to stage-out the event, meet with the vendors on-site, better visualize the space, and establish the event style, direction and flow.

Price does not include planner travel costs.

thank you!



We hope that we have been able to answer any questions that you may have had about our services. We are so happy that you are considering hiring us to plan your special day, and hope to have the opportunity to work with you!