



A BLISSED EVENT

PLANNING AND DESIGN

Services	Full Services & Design Package (FSDP)	Full Services Package (FSP)	Wedding Management & Design Package (WMDP)	Wedding Management Package (WMP)
Assembly of guest favors and welcome bags	X	X		
Assistance and management of rental orders	X	X	X	X
Attendance at the reception until all personal items and gifts are packed and given to the designated person	X	X	X	X
Attendance at vendor meetings if needed	X	X	X	X
Attire Assist in Selection	X	X		
Beverage and Bar Up to 3 Choices	X	X		
Budget planning and maintenance complimentary access to my Aisle Planner software so we can easily collaborate and set reminders	X	X		
Cake and Desserts Up to 4 Choices Schedule Tastings	X	X	X	X
Catering Selection including Menu Selection Up to 3 Choices Schedule Tastings	X	X	X	X
Ceremony and reception coordination/management Set-up supervision	X	X	X	X
Chairs & Tables Supervision Setup / Breakdown of rehearsal, ceremony and reception (If work, other than supervision, is performed by A Blisshed Event, there will be a service fee of \$300 per set of 100 chairs & 10 tables set up and breakdown)	X	X	X	X
Check-in meetings or phone calls	X	X	X	X
Checking vendor availability	X	X		
Clean-up Supervision	X	X	X	X
Client Concierge	X	X	X	X
Collection of Small Decor Items for pick-up or agreed delivery	X	X	X	X
Complete walk-through of ceremony and reception sites at least two weeks prior to wedding date	X	X	X	X
Complimentary Consultation	X	X	X	X
Create First Draft of the Wedding Day Schedule for couple's approval	X	X	X	X
Design ceremony and reception Design of ceremony and reception venue includes furnished arrangements & complimentary use of A Blisshed Event inventory décor Creation of a mutual Pinterest inspiration board or Style Guide in online portal to share ideas for wedding details.	X		X	
Details Meeting with couple, wedding party and vendors Confirm all vendor contract details & arrival times over the phone one week and the day prior to your wedding	X	X	X	X
Distribute personal flowers, bouquets, pin corsages and boutonnières	X	X	X	X
Distribute remaining vendor balances and tips on couple's behalf at the end of the night if needed	X	X	X	X
Emergency Kit	X	X	X	X
Etiquette advice and additional suggestions	X	X	X	X
Event Styling and Design Design of ceremony and reception venue includes furnished arrangements & complimentary use of A Blisshed Event inventory décor Creation of a mutual Pinterest inspiration board or Style Guide in online portal to share ideas for Face-to-face planning meetings as needed plus unlimited email, text & phone communications throughout the planning process	X		X	
Floral by A Blisshed Event or Other Vendor (addl. Charges apply)	X	X	X	X
Grooming, Care & Handling for one fur babe for ceremony (addl charge of \$100 per pet if more than one)	X	X	X	X
Guest Assistance	X	X	X	X
Guest Lodging Selection Block Rooms	X	X		
Guest Transportation Assistance Supervision	X	X		
Hair and Makeup up to 3 Choices Schedule Consult & Trial	X	X		
Hourly Concierge Assistance Sign-in table, etc. (hourly rate at \$75)	X	X	X	X
Instruct vendors to first contact us instead of you with any questions or concerns Plan for any limitations required)	X	X	X	X
Invitations & Stationery 25%-35% discount using www.minted.com OR referral to www.gypsetcreative.com for custom stationery	X	X	X	X
Keep wedding party and vendors to the timeline created by A Blisshed Event and agreed to by the couple	X	X	X	X
Manage & Serve as point of contact & team lead for venue staff and all vendors on the day of the wedding we will be the first to arrive and the last to leave to ensure the process runs smoothly all day	X	X	X	X
Manage rehearsal of processional & recessional at minimum of 2 times for wedding party	X	X	X	X
Music and Entertainment Up to 3 Choices	X	X		
Officiant Assistance	X	X	X	X
Party & Social Event Planning Rehearsal Dinner, Couples Shower, Bridal Shower, etc.	X	X		
Photo and Video Up to 3 Choices	X	X		
Publish floor plan, timeline and coordination details via email or online portal Facilitate coordination meetings	X	X	X	X*
Publish the design plan and coordinate all involved in set up and breakdown	X		X	
Recommended Vendor List (DIY)			X	X
Rentals and Linens Selection Up to 2 Choices	X	X		
Resolve any ceremony or reception-related problems that arise if needed	X	X	X	X
RSVP Management	X	X		
Set up small reception accessories including seating cards, place cards, gifts table and card box, wedding favors, etc.	X	X	X	X

Set up small ceremony items	X	X	X	X
Thorough review and assessment of current vendor details	X	X	X	X
Toaster Assistance/Tips	X	X	X	X
Transportation Selection Up to 2 Choices	X	X		
Venue Selection Up to 15 Choices	X	X		