



## **Services**

● **Full Design, Planning & Coordination Collection:** A busy schedule or expedited planning timeline does not have to mean sacrificing any element of your ideal wedding. If having a team of professionals designing and organizing your big day sounds like a dream, let us be there each step of the way to guide and assist you, from flower choices to day of coordination services. We are here to be your advocate during your design and planning process all the way through to your big day.

● **“Month Of”/Partial Planning & Coordination Collection:** The two months before your wedding are the busiest time of all, but you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. This collection starts 30-60 days prior to your wedding day.

● **“Day of” Coordination Collection:** If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go. This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.

● **A La Carte Services:** Numerous services that you can simply add to your package or select by themselves.

## **Full Design, Planning & Coordination - \$2500**

This is the ultimate collection for the couple that understands the overwhelming, stressful details involved in budgeting, designing and planning a wedding and wants the luxury of having all the details professionally managed from start to finish. From a bride who has a million ideas and no clue where to start or a busy couple who doesn't have the time to plan and coordinate the wedding they want, this is the package for you.

We will set up a complimentary initial consultation. We'll ask about your style and the vision you two have for your wedding day and what design and planning services you need. All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

### **Pre-Wedding**

- Three Planning Meetings (including an initial consultation)
- Unlimited phone and email support
- Vendor Recommendations
- Assistance with determining color scheme, theme, and style of wedding
- Assistance with concept design of floral, linen and other decor
- Assist in venue meetings when available
- Vendor communication
- Prepare estimated budget & guide couple to ensure they remain on budget
- Pre-event site visit to venue
- Assist in venue floor plan and layout
- Bridal party checklists
- Development and management of wedding day timeline for bridal party and vendors
- Scheduling and coordination with vendors on arrival times, set up details, event logistics
- Confirm vendors one week before wedding day
- Wedding rehearsal coordination and management

### **Wedding Day**

- *12 hours onsite coordination*
- *2 Wedding Coordinators on site*

### **CEREMONY**

- Bride and Groom Emergency Kit
- Meet vendors at site for deliveries and setup
- Assist with ceremony design and setup
- Set up ceremony decor
- Distribution of bouquets and/or pinning on of boutonnieres and corsages
- Distribute ring pillow and flower baskets

### **Collection 1 continued**

- Coordinate with officiant
- Confirm possession of rings prior to ceremony
- Line up and cuing of bridal party and musicians during the ceremony
- Instruct ushers on family seating and timing
- Assist bridal party to reception

### **RECEPTION**

- Oversee reception setup and teardown
- Review reception schedule with venue
- Set up bridal table and cake table for desired items (cake knives, toasting flutes, etc.)
- Set up reception decor
- Oversee all reception decor and design details
- Lay out all place cards, table numbers and favors
- Greet guests at reception and offer any necessary directions or instructions
- Coordinate bridal party entry and lineup for announcements at reception
- Maintain and coordinate the agenda and timeline of the evening
- Provide bride and groom VIP services
- Cue bride and groom, bridal party and parents for special events
- Coordination of grand exit
- Deliver final payments and tips to vendors
- Arrange for gifts and ceremony/reception items to be moved from reception to designated car

## **“Month Of”/Partial Planning & Coordination - \$1500.00**

The two months before your wedding are the busiest time of all. But you deserve a stress-free engagement and a joyful wedding day, without a to-do list! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable wedding. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details.

We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 30-60 days prior to your wedding day. It includes access to our preferred vendor list and a detailed timeline that anticipates issues and accounts for all of the details before, during and after your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding.

### **Pre-Wedding**

- Initial planning meeting with couple to gather information
- Access to our preferred vendor list
- Bridal party checklists
- Pre-event site visit to venue
- Development and management of wedding day timeline for bridal party and vendors
- Review all pre-existing vendor contracts
- Final walk through meeting
- Development and management of wedding day timeline for bridal party and vendors
- Confirm vendors one week prior to wedding day
- Scheduling and coordination with vendors on arrival times, set up details, event logistics, etc
- 2 hours wedding rehearsal coordination and management

### **Wedding Day**

- *10 hours onsite coordination*
- *2 Wedding Coordinators on site*

### **CEREMONY**

- Bride and Groom Emergency Kit
- Set up unity candles, memorial candles, guest book and sign table
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistics, etc
- Distribution of bouquets and/or pinning on of boutonnieres and corsages
- Distribute ring pillow and flower baskets
- Coordinate with officiant

## **Collection 2 continued**

- Confirm decoration and details are in place at ceremony and reception sites
- Act as liaison between wedding party and vendors
- Check that marriage license and rings are present for ceremony
- Cueing of wedding party, family and/or musicians during the ceremony
- Instruct ushers on family seating and timing
- Help Bride into Gown
- Assist Bride, Groom and Wedding Party
- Transfer guest book to reception
- Ensure day flows smoothly
- Handle any last minute emergencies
- Distribute final payments

## **“Day Of” Coordination - \$750.00**

The few weeks to a month before your wedding are the most stressful time of all, especially if you are trying to figure out who will take care of all the logistics on the day of. You might have thought you or a family member could, but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day.

If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, the timeline, and the wedding party, our team is designed to help you. We will set up a meeting to discuss your plans, your bridal party, and a list of all your vendors. We are available to confirm your vendors and make sure last minute payments are made to your vendors. On day of wedding, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 14-30 days prior to your wedding day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.

### **Pre-Wedding**

- Initial meeting with couple to gather information
- Confirm vendors one week before wedding day
- Development and management of wedding day timeline for bridal party and vendors
- Scheduling and coordination with vendors on arrival times, set up details, event logistics, etc
- Act as liaison between wedding party and vendors
- 2 hours wedding rehearsal coordination

### **Wedding Day**

- *10 hours onsite coordination*
- *1 Wedding Coordinator on site*

### **CEREMONY**

- Bride and Groom Emergency Kit
- Oversee setup of ceremony and reception locations
- Scheduling and coordination with vendors on arrival times, set up details, event logistic, etc
- Confirm decoration and details are in place at ceremony and reception sites
- Act as liaison between wedding party and vendors
- Check that marriage license and rings are present for ceremony
- Help Bride into Gown
- Assist Bride, Groom and Wedding Party
- Ensure day flows smoothly
- Handle any last minute emergencies
- Distribute final payments

## **A La Carte Services**

A la carte services are available to all who need a little something extra. We want your wedding to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

The following services are available on their own or as an “add on” to any collection:

- Hourly consultation services
- Event design consultation
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Hotel arrangements for out of town guests
- Create and/or distribute customized hospitality gift bags
- Custom crafting services
- Display creation and design
- Tabletop design
- Customized items
- Development and management of planning timeline
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding
- Assistance with concept of design of floral, linen and other decor
- Design and layout of furniture lounges, room layout/floor plan design
- Pre-event site visit to venue
- Seating chart layouts
- Assembly of guest favors
- Assembly of invitations
- Minor calligraphy services
- Chalkboard design services
- Rehearsal dinner planning
- Bridesmaid luncheon planning
- Wedding shower planning
- Floral design
- Special wedding weekend event planning such as golf outing, spa day, wine tour, etc.
- Assistance with wedding invitation, save-the-dates, menu and program design
- Rehearsal dinner arrangement
- Transportation arrangement and coordination
- Attend vendor meeting
- Beauty coordination
- Etiquette advice
- Custom weekend itinerary with extensive detail of each activity
- Decor setup and break down
- On-site appointments and consulting
- Personalized timeline
- Personalized vendor recommendations and referrals
- Venue research and scouting

## **A La Carte Services continued**

- Wedding day and rehearsal directing only
- Development and management of wedding budget
- Development and management of guest list and RSVPs
- Menu development and advice
- Assistance with wedding and gift registry
- Day-after brunch or activities coordination
- Arranging caterer tastings or cake tastings
- Arranging fittings and alterations
- Design and assembly of children's activity packs
- Help with crafting and DIY decor
- Creation and maintenance of personalized wedding website
- Honeymoon planning and arrangements
- Decoration of honeymoon suite
- Management of invitation and stationery orders (save-the-dates, invitations, ceremony, etc)
- Create a calendar for vendor payments
- Send ongoing reminders for contract deadlines, payments and wedding timeline
- *and much more.*