



## “empress” {complete planning}

You are about to in one of the most joyous adventures of your life...you're getting married!

You've got the "I'm engaged" glow, you're excited to start the planning, but, oh, where to begin? With your full-time schedule, you've realized, you just really don't have enough hours in the day to take on the tasks of planning a wedding. Where do you begin? How will you know you've selected the right Event Professionals? We know you want your wedding to be perfect, to be a show-stopper, unforgettable, but, let's face it...you don't really have the time to engage in all the details and research!

Stop, take a deep breath and allow us to take over. We will be as involved as you need us to be. We want you and your fiancé to enjoy the wedding planning journey, not stress over it. Our creative planners will work with you to define your wedding style, bring your vision to life and create that perfect...*"day to remember"*!

- Includes "duchess" package
- Seven {7} in-person consultation meetings {1 hour each}
- Unlimited phone | email | Instant messaging | Skype communication
- Initial session to develop plan of action
- Preparation of Wedding Planning Binder with comprehensive Wedding Planning Timeline and periodic updates
- Create a comprehensive customized Wedding Budget with continued Budget Management, Payment Tracker and Wedding Task List
- Monthly updates|reminders to client for wedding-related tasks
- Provide Wedding Planning worksheets, templates and|or spreadsheets for easy planning management
- Conceptualize and Design Event {define color palette and|or theme, create a Pinterest Inspiration Board}
- Provide guidance, recommendations and offer ideas on food and beverage selections
- Provide Event Professional recommendations, referrals, schedule and|or meet with potential Event Professional {3 per category}
- Help determine Event Professional priorities and extend any Event Professional reduced rates | wedding planner rates available
- Ongoing communication and meetings as necessary with Event Professionals to plan all wedding details
- Provide any final Event Professional recommendation, referrals, schedule appointments and|or meet with potential Event Professionals
- Finalize any last minute changes|revisions





- ❑ Assist in selecting wedding attire for couple, {WP} and schedule fitting appointments
- ❑ Serve as liaison between client, family and {WP}
- ❑ Assist in design of all wedding stationery {ie: Invitations, Save the Dates {STDs}, Day Of Programs, Menu Cards, etc.}
- ❑ Provide customary gratuity guidelines for each Event Professional
- ❑ Represent client, meet, book with all Event Professionals and serve as liaison
- ❑ Review all Event Professional contracts, negotiate rates|services and provide assistance with any contract terminology and|or questions
- ❑ Provide advice on wedding etiquette and traditions as they arise
- ❑ Assist with Engagement Photo Session {Style shoot, coordinate with photographer and hair & make-up artist}
- ❑ Assist with Bridal | Groomal Portraits {stylize shoot, coordinate with photographer and hair & make-up artist, coordinate the delivery dress or suit and florals {bouquet, boutonnieres, etc.}}
- ❑ Management of RSVP's
- ❑ Develop ideas for favors and favor packaging. Order favors and packaging as requested
- ❑ Procure hotel room block agreements
- ❑ Assist with hotel accommodations for couple, {WP} and|or out-of-town guests; distribute Welcome Gift bags|baskets
- ❑ Schedule all transportation {Departure, Airport Transportation, Shuttle Buses} for couple and {WP}
- ❑ Assist with out-of-town guests' departures {if needed}

Minimum hours invested in package: 350 hours



## “queen” {partial planning}

You've been planning your wedding since you were five years old. Now that you've said, "I will", it's time to put all the pieces together!

You have a vision, but you need the guidance of a professional to see your vision through. No matter where you are in your planning journey, we are here to pick up right where you leave off!

You have complete control of what services will best work for you, whether it's **100**, **150** or **200** hours of our planning services. Selecting your services and where you chose to use our expertise is completely up to you!

Our planners are here to provide you with answers, to offer expert advice and guide you through the rest of the planning! We're excited to create that perfect...*"day to remember"*!





## “duchess” {30 days - day of coordination}

Now that all the planning is done, you've got just a few weeks left before the "Big Day"! It's time to let someone else take over.

You have realistic expectations and know you can't entrust your family and friends, because, let's face it...they will want to partake in this joyous occasion with you! You want a professional...an expert who has executed many weddings, flawlessly...perfectly!

After all your endless hours in carefully planning your perfect day, you want to ensure no detail goes unnoticed. Here is where we come in...we take the reins and execute YOUR wedding, just as you envisioned. You will now get to relax and enjoy the last few weeks in a stress-free haven. Our planners will handle all the details, generate the timelines and finalize each and every detail, ensuring you have that perfect...*"day to remember"*!

- ❑ Three {3} in-person consultation meetings {1 hour each}
- ❑ Unlimited email | Instant messaging | Skype communication
- ❑ Attend final Event Professional meetings, revise all Event Professional contracts for deficiencies and finalize any pending issues
- ❑ Take over final details of wedding duties {ie: finalize table assignment seating, music selection, room layouts, etc.}
- ❑ Finalize menu planning, selection and tasting
- ❑ Finalize and review contracts with all Event Professionals
- ❑ Creation of ceremony and/or reception room layouts & floor plans
- ❑ Assist with design of last minute Wedding Day stationery details {ie: programs, escort card, table cards, etc.}
- ❑ Track and coordinate Event Professional payments and payment due dates
- ❑ Provide resources for music selections, wedding vows, speeches, etc.
- ❑ Assist {B+G} with Seating Arrangement {if needed}
- ❑ Coordinate and confirm Wedding Day Event Professionals; create Event Professional timelines
- ❑ Create detailed Master Timeline and Wedding Day Itinerary for the rehearsal, ceremony and reception
- ❑ Execute and manage timelines|itineraries for the day's event
- ❑ Provide Wedding Day schedules to Wedding Party {WP} and key family members
- ❑ Provide instructions for Wedding Day duties to all {WP} members {ie: bridesmaids, groomsmen, ushers, etc.}
- ❑ Go over all final details of wedding with the couple





- ❑ Act as point-of-contact four {4} weeks prior to wedding
- ❑ Conduct a final walk-thru with ceremony and/or reception venue
- ❑ Coordinate and execute {1-hour} rehearsal {essential to meet {WP}, key family members}
- ❑ Act as on-site trouble shooter to ensure event runs smoothly
- ❑ Distribution of personal flowers {ie: pin boutonnieres|corsages, distribute bouquets}
- ❑ Provide access to Wedding Day Emergency kit
- ❑ Tend to couple's needs {grooming, small errands, ensure they eat, etc.}
- ❑ Coordinate ceremony & reception, executing timeline
- ❑ Coordinate the delivery of all Wedding Day accessories {ie: Readings, Guestbook, Programs, Unity Candle, etc.}
- ❑ Greet Event Professionals, manage and coordinate the set-up of the event
- ❑ Coordinate the collection of personal items from couple's dressing room and ensure they are placed in designated areas
- ❑ Ensure all guests are comfortable {assist with seating arrangements, provide direction, reduce congestion, etc.}
- ❑ Resolve any problems|issues that may arise {including Event Professional issues, problematic guests, etc.}
- ❑ Distribute final payments|gratuities to Event Professionals
- ❑ Oversee transportation of Wedding gifts and Wedding Day accessories to pre-determined location
- ❑ Management and coordination break-down of the event
- ❑ Ensure all rental items are returned to designated Event Professionals
- ❑ Ensure all pending issues are resolved and closed

Minimum hours invested in package: 85 hours

Our clients spend an average of \$2000.00 - \$7500.00 for wedding planning services.

{not including additional "a la carte" services}



## “princess” rehearsal dinner planning services

- ❑ Provide Event Professional recommendations, referrals, schedule and/or meet with potential Event Professionals {3 vendors per category}
- ❑ Ongoing communication and meetings as necessary with Event Professionals to plan all details
- ❑ Provide guidance, recommendations and offer ideas on food and beverage selections
- ❑ Help determine Event Professional priorities and extend any Event Professional reduced rates | wedding planner rates available
- ❑ Conceptualize with event design {define color palette and/or theme, create a Pinterest Inspiration Board}
- ❑ Assist in design of all wedding stationery {ie: Invitations, Save the Dates {STDs}, maps, etc.}
- ❑ Generate a Master Timeline and Rehearsal Dinner Itinerary
- ❑ Management and coordination set-up of the event
- ❑ Greet Event Professionals, manage and coordinate the set-up of the event
- ❑ Set up of all Rehearsal Dinner items {ie: Menu Cards, Place Cards, etc.}
- ❑ Event management and coordination of event from begin to end
- ❑ Provide direction and cue of Speeches and Toasts
- ❑ Coordinate slideshow {if needed}
- ❑ Act as on-site trouble shooter to ensure event runs smoothly
- ❑ Resolve any problems|issues that may arise {including vendor issues, problematic guests, etc.}
- ❑ Distribute final payments|gratuities to Event Professional
- ❑ Management and coordination break-down of the event
- ❑ Ensure all rental items are returned to designated Event Professionals
- ❑ Ensure all pending issues are resolved and closed
- ❑ Minimum hours invested in package: 50 hours





## “countess” design & style services

You have the planning down, and maybe you've already hired a Coordinator to handle the last minute details, but you still need the expertise of a designer.

We will sit down with you, get to know you and design a beautiful visual backdrop. Our designers will work with you in conceptualization, assist you with a color palette, create an inspiration board and assist you in selecting the perfect flowers...linens...stationery.

We will work closely with you to create an identity and branding of your Big Day!

- ❑ Site visits to establish color palette and/or theme
- ❑ Provide an Inspiration Board incorporating all design details presented {stationery, floral, linens, menu, cake, etc.}
- ❑ Schedule and attend all meetings with design-related Event Professionals
- ❑ Assist in design of all wedding stationery {ie: Invitations, Save the Dates {STDs}, maps, etc.}
- ❑ Assist with the selection of all design-related elements {ie: linens, floral, rentals}
- ❑ Schedule mock-ups with all design-related Event Professional to approve final design selections

Minimum hours invested in package: *10 hours*

## “viscountess” photo shoot styling services

It's no secret...we love styled shoots, as they capture the essence of who you and your fiance are! When you allow us to design your shoots, you are allowing us create lasting memories in which you can look back on and smile!

Our designers will sit down with you, get to know you and create a storyline that best defines who you are as an individual and as a couple. We will see your storyline through, working closely with your photographer.

- ❑ Initial session to develop plan of action, designing theme and photo shoot storyline
- ❑ Provide an Inspiration Board incorporating all design details presented {stationery, floral, linens, menu, cake, etc.}
- ❑ Provide Photo Shoot-related Event Professional recommendations and referrals
- ❑ Schedule and attend all meetings with Photo Shoot-related Event Professionals
- ❑ Design of all Photo shoot stationery {ie: Invitations, Save the Dates {STDs}, maps, etc.}





- ❑ Assist with the selection of all photo shoot design-related elements {ie: linens, floral, rentals}
- ❑ Assist with the selection of wardrobe, jewelry and accessories
- ❑ Generate Master Timeline and Photo Shoot Itinerary
- ❑ Management of Photo Shoot location set-up
- ❑ Work in conjunction with photographer{s} with styled shots, ensure storyline is followed through
- ❑ Ensure snacks and refreshments are available to Photo Shoot crew and models

Minimum hours invested in package: 40 hours

### “baroness” q & a | a la carte planning services

As you embark in your wedding planning journey, you will realize there are some exciting pre-wedding festivities. Many family and friends will want to host these festivities, but maybe you want to have a hand in how it's planned?

Our additional services are an excellent way to ensure each and every pre-wedding festivity is executed flawlessly, so that it compliments your wedding! Any of our a la carte services can be added to our packages.

- ❑ Engagement Party
- ❑ Bridal Showers and Luncheons
- ❑ Bachelor and | or Bachelorette Parties
- ❑ Rehearsal Dinner
- ❑ Post Wedding Day Breakfast | Brunch | Dinner
- ❑ Wedding Invitation Assembly and Wedding Invitation RSVP Management
- ❑ Design, Purchasing, Assembly and|or Delivery of Welcome Bags|Baskets
- ❑ Hourly Consultations on any Wedding-related services {listed above} on an as-needed basis
- ❑ Design and Style Consultation
- ❑ Hospitality Suite Management for Wedding guests
- ❑ Assist in finalizing honeymoon arrangements



## “marquess” {destination weddings}

Houston offers an array of gorgeous settings for a perfect wedding, but maybe you're the couple that chooses to step foot into a different city, country or continent! Here's another secret...we love to travel and we can our passports on hand...ready to take off whenever you are!

We can assist you with each and every detail of your destination wedding, ensuring local laws are followed, not to mention, saving you the time and stress of seeking out the Event Professionals of your chosen destination. We have connections throughout the United States and beyond, so you are ensured you will be set up with the right Event Professionals.

Let our planners handle all the planning details of your destination wedding...ensuring you have that perfect...*"day to remember"*!

- ❑ Five {5} in-person consultation meetings {1 hour each}
- ❑ Unlimited phone | email | Instant messaging | Skype communication
- ❑ Initial session to develop plan of action
- ❑ Preparation of Wedding Planning Binder with comprehensive Wedding Planning Timeline and periodic updates
- ❑ Create a comprehensive customized Wedding Budget with continued Budget Management, Payment Tracker and Wedding Task List
- ❑ Monthly updates|reminders to client for wedding-related tasks
- ❑ Assist and|or conceptualize with event design {define color palette and|or theme, incorporate personal touches}
- ❑ Research and identify locations to fit your vision; research local and international Event Professionals
- ❑ Research and assist with all legal requirements needed for obtaining marriage license.
- ❑ Act as liaison between destination venue and Event Professionals throughout the planning process
- ❑ Assist in selecting wedding attire for couple, {WP} and schedule fitting appointments
- ❑ Provide customary gratuity guidelines for each Event Professional
- ❑ Provide guidance, recommendations and offer ideas on food and beverage selections
- ❑ Serve as liaison between client, family and {WP}
- ❑ Assist in design of all wedding stationery {ie: Invitations, Save the Dates {STDs}, maps, etc.}
- ❑ Represent client, meet, book with all Event Professionals and serve as liaison





- ❑ Review all Event Professional contracts, negotiate rates|services and provide assistance with any contract terminology and|or questions
- ❑ Provide advice on wedding etiquette and traditions as they arise
- ❑ Assist with Engagement Photo Session {Style shoot, coordinate with photographer and hair & make-up artist}
- ❑ Assist with Bridal | Groomal Portraits {stylize shoot, coordinate with photographer and hair & make-up artist, coordinate the delivery of attire and florals {bouquets, boutonnieres, etc.}}
- ❑ Conceptualize and Design Event {define color palette and|or theme, create a Pinterest Inspiration Board}
- ❑ Assist and guide throughout the planning process
- ❑ Finalize menu planning, selection and tasting
- ❑ Coordinate travel arrangements for client, {WP} and immediate family of client
- ❑ Provide travel & accommodation instructions for all guests {room blocks, airfare rates, etc.}
- ❑ Assist last minute couple's attire touch-ups upon arrival to destination
- ❑ Assemble Welcome Packet|Basket for guests upon arrival.
- ❑ Attend final Event Professional meetings, revise all Event Professional contracts for deficiencies and finalize any pending issues
- ❑ Assist with design of last minute Wedding Day stationery details {ie: programs, escort card, table cards, etc.}
- ❑ Track and coordinate Event Professional payments and payment due dates
- ❑ Provide customary gratuity guidelines for each Event Professional
- ❑ Coordinate and confirm Wedding Day Event Professionals; create Event Professional timelines
- ❑ Creation of ceremony and|or reception room layouts & floor plans
- ❑ Create detailed Master Timeline and Wedding Day Itinerary for the rehearsal, ceremony and reception
- ❑ Execute and manage timelines|itineraries for day's event
- ❑ Provide Wedding Day schedules to Wedding Party {WP} and key family members
- ❑ Provide instructions for Wedding Day duties to all {WP} members {ie: bridesmaids, groomsmen, ushers, etc.}
- ❑ Go over all final details of wedding with couple
- ❑ Conduct a final walk-thru with ceremony and|or reception venue
- ❑ Coordinate and execute {1-hour} rehearsal {essential to meet {WP}, key family members}; coordinate rehearsal dinner
- ❑ Act as on-site trouble shooter to ensure event{s} runs smoothly
- ❑ Distribution of personal flowers {ie: pin boutonnieres & corsages, distribute bouquets}



- Provide access to Wedding Day Emergency kit
- Tend to {B+G} needs {grooming, small errands, ensure they eat, etc.}
- Coordinate ceremony & reception; executing timeline{s}
- Coordinate the delivery of all Wedding Day accessories {ie: Readings, Guestbook, Programs, Unity Candle, etc.}
- Greet Event Professionals, manage and coordinate the set-up of the event
- Coordinate the collection of personal items from couple's dressing room and ensure they are placed in designated areas
- Ensure all guests are comfortable {assist with seating arrangements, provide direction, reduce congestion, etc.}
- Resolve any problems|issues that may arise {including Event Professional issues, problematic guests, etc.}
- Distribute final payments|gratuities to Event Professionals
- Oversee transportation of Wedding gifts and Wedding Day accessories to pre-determined location
- Management and coordination break-down of the event
- Ensure all rental items are returned to designated Event Professionals
- Ensure that all pending issues are resolved and closed

Minimum hours invested in package: 350 hours

## Ready to Get Started?

We're excited to start the planning for your wedding! Oh, and if you have additional services, not listed above that we need to handle for you, we are happy to accommodate!

Ready to get started? Call our office at **713.862.1751** or email us at **info@daytoremember.net** to schedule your appointment and begin your journey to your perfect... "*day to remember*"!

You can visit our website for more event galleries or visit our blog for our most recent events and latest updates!

Scroll down to see where our work has been featured and some of the accolades we've received.



Press Coverages & Features



**MODWEDDING**

Accolades & Awards



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*Congratulations to member of our first Wedding Industry Experts Honour Roll*



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