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*First Comes Love*  
· WEDDING + EVENT PLANNING

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# Wedding Guide

Call us: 410-206-7348 | Email us: [events@firstcomeslovemd.com](mailto:events@firstcomeslovemd.com)

# Full Planning Package

Starting at \$2,000\*

## Prior to the Wedding

- Initial couple meeting to go over wedding details, logistics & ideas
- Unlimited e-mail & phone guidance
- Budget supervision
- Find perfect venue according to budget & attend multiple site tours
- Assist in booking & managing all vendors throughout the entire planning process
- Attend all vendor meetings, review vendor contracts, agreements & proposals
- Creation & distribution of detailed wedding day timeline, contact list & diagram for vendors + wedding party
- Confirmation of contract, schedule & balances with vendors prior to wedding
- Final walk through with vendors one month prior to wedding
- Bridal party emails at 3 weeks and 1 week before
- Organize & orchestrate wedding rehearsal

## Day of the Wedding

- Act as command central for the entire wedding day
- Properly line up processional and cue musicians.
- Oversee all vendors + wedding party before & during ceremony and reception to ensure everyone is on schedule
- Manage vendors and decor set-up at ceremony & reception site
- Organize & place all ceremony/reception items: escort cards, favor table, gift table, cake table, guest, toasting glasses, etc.
- Provide bridal emergency kit for entire bridal party. Kit includes band-aids, bobby pins, mini-steamer, safety pins, breath mints, etc.
- Prep wedding party for grand entrance
- Coordinate entertainment and all announcements during reception
- Handle all guest management to include late-arrival or non-rsvp guests
- Coordinate couple send-off
- After Reception: Box all items for couple & ensure end of event arrangements are made
- One lead coordinator and one assistant for the day of
- Up to 10 hours of onsite management the day of wedding

# Partial Planning Package

Starting at \$1,200\*

## Prior to the Wedding

- Initial couple meeting to go over wedding details, logistics & ideas
- Assistance in booking up to 3 vendors of your choice
- Unlimited e-mail & phone guidance
- Budget supervision
- Attend up to 3 vendor meetings, review their contracts, agreements & proposals
- Creation & distribution of detailed wedding day timeline, contact list & diagram for vendors + wedding party
- Confirmation of contract, schedule & balances with vendors prior to wedding
- Final walk through with vendors one month prior to wedding
- Bridal party emails at 3 weeks and 1 week before
- Organize & orchestrate wedding rehearsal

## Day of the Wedding

- Act as command central for the entire wedding day
- Properly line up processional and cue musicians.
- Oversee all vendors + wedding party before & during ceremony and reception to ensure everyone is on schedule
- Manage vendors and decor set-up at ceremony & reception site
- Organize & place all ceremony/reception items: escort cards, favor table, gift table, cake table, guest, toasting glasses, etc.
- Provide bridal emergency kit for entire bridal party. Kit includes band-aids, bobby pins, mini-steamer, safety pins, breath mints, etc.
- Prep wedding party for grand entrance
- Coordinate entertainment and all announcements during reception
- Handle all guest management to include late-arrival or non-rsvp guests
- Coordinate couple send-off
- After Reception: Box all items for couple & ensure end of event arrangements are made
- One lead coordinator and one assistant for the day of
- Up to 10 hours of onsite management the day of wedding

# Event Management

Starting at \$800\*

## Prior to the Wedding

- Initial couple meeting to go over wedding details, logistics & ideas
- Confirmation of contract, schedule & balances with vendors 4-6 weeks prior to wedding day
- Unlimited e-mail & phone guidance
- Creation & distribution of detailed wedding day timeline, contact list & diagram
- Final walk through with vendors 4 weeks prior to wedding
- Confirm all vendors at 4 weeks, 2 weeks & day before
- Bridal party emails at 3 weeks and 1 week before
- Organize & orchestrate wedding rehearsals

## Day of the Wedding

- Act as command central for the entire wedding day
- Properly line up processional and cue musicians.
- Oversee all vendors + wedding party before & during ceremony and reception to ensure everyone is on schedule
- Manage vendors and decor set-up at ceremony & reception site
- Organize & place all ceremony/reception items: escort cards, favor table, gift table, cake table, guest, toasting glasses, etc.
- Provide bridal emergency kit for entire bridal party. Kit includes band-aids, bobby pins, mini-steamer, safety pins, breath mints, etc.
- Prep wedding party for grand entrance
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- Handle all guest management to include late-arrival or non-rsvp guests
- Coordinate couple send-off
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- One lead coordinator and one assistant for the day of
- Up to 10 hours of onsite management the day of wedding



# Event Management + Design

Starting at \$1,000\*

Includes everything in the Event Management package plus the following:

- An initial design brainstorming meeting where we can bounce ideas off of each other
- A digital design dreamboard customized for your wedding
- Two revisions are allotted for the dreamboard to make it exactly what you want
- A sourcing list on where to find the elements needed for the design

\*Prices can vary based on total guest count. Contact us for details.\*