

The planning packages in this document include:

Wedding Day Management Service-Customizable Rate
Partial Wedding Planning Service – Customizable Rate
Partial Wedding Planning Service – Set List of Services
Full-Service Wedding Planning-Customizable Rate
A La Carte Planning Services-Customizable Rate

Wedding Day Management Service

{Customizable Rate
Starting at \$1000}

Services Provided Upon Booking Your Wedding Planner

Recommended Vendor List

We will provide you with our list of recommended event professionals, which includes 2-5 event professionals for each vendor category including caterers, photographers, videographers, music and entertainment, floral and decor, cake designers, stationery companies, transportation, attire resources, and rentals. Our recommended professionals are vendors we feel confident working with. We encourage you to meet with them when choosing your vendor team. Venue recommendations are not included in Wedding Day Management Services.

Wedding Planning Checklist

We will provide you with a detailed planning checklist to use throughout the wedding planning process.

Services Provided 30-60 Days Before the Wedding Day

Details Meeting

We will meet with you for one (1) meeting to review wedding day details, talk through the timing of the wedding day events, and review the services that will be provided by your contracted event professionals. This meeting is up to 2 hours in length and takes place approximately 45-60 days prior to the wedding day.

Create First Draft of the Wedding Day Schedule

After the details meeting, we will draft a detailed wedding ceremony and reception schedule. At this time, we will also create our checklist regarding the setup of all wedding decor and details that we are responsible for. Once the first draft of the wedding day schedule and setup checklist is complete, you will review it and have the opportunity to provide feedback and corrections within five (5) business days.

Create a Wedding Vendor List

We will compile a list of all your contracted wedding professionals with their contact information.

Introduction to Your Vendor Team

We will contact your vendor team approximately 45 days prior to the wedding to introduce ourselves as your wedding day managers.

Services Provided 30 Days Before the Wedding Day

Email and Phone Support

Starting at 30 days prior to the wedding, your planner will become available to answer wedding related questions through phone and email during regular business hours. Your wedding planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

Final Walk-Through Meeting

We will work with you and your reception venue to schedule and attend the final walk-through meeting. This meeting takes place at your reception venue to finalize the wedding day schedule, setup details, logistics, and layout of the reception room. This meeting typically takes place 15-45 days prior to the wedding day and can be up to two (2) hours in length.

Finalize the Wedding Day Schedule

After the final walk-through meeting, we will finalize the wedding day schedule with you, your venue(s), and the vendor team, then distribute the schedule to the event professionals who are involved in the wedding day.

Final Vendor Confirmations

During the week prior to the wedding, we will confirm timing and logistical details with each event professional you have booked. This includes communicating load-in and load-out instructions, delivery and tear down times, and set-up logistics for the wedding day.

Services Provided 1-3 Days Before the Wedding Day

Texting Support

Starting 3 days prior to your wedding, your planner will become available for questions via text as well as through phone and email between the hours of 9am-8pm. Your planner will respond as soon as possible to text messages during this time.

Wedding Rehearsal Coordination

We will attend your wedding rehearsal and work with your wedding officiant or minister to rehearse the processional, ceremony outline, and recessional. We will review the wedding day arrival time and locations with the bridal party. The rehearsal coordination includes up to one hour of time for your wedding planner to coordinate the ceremony rehearsal. Before scheduling the rehearsal time with your ceremony location, it is required that you confirm availability of your wedding planner.

Distribution of Final Payments

If you wish to have your wedding planner distribute final payments and gratuities to your wedding vendors on the wedding day, these can be given to your planner in sealed and labeled envelopes.

Collection of Small Decor Items

If your wedding venue does not have storage capability, you may deliver up to 4 medium size boxes of items to your wedding planner during this time frame. A medium size box is no larger than 2' x 3' in size. The wedding planner will bring these items to the wedding on the wedding day. These items may include favors, escort and place cards, seating chart, menu cards, table numbers, wedding programs, guest book, card box or basket, toasting flutes, cake serving set, signage, and small decor items. If you have additional decor items beyond this, your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Services Provided on the Wedding Day

On-Site Time

Your wedding planner and assistant(s) will be on-site for up to ten (10) hours on the day of the wedding. The planner's arrival and departure times are listed in the wedding day schedule and are determined by the wedding planner. Throughout the day, we will use the wedding day schedule to manage the timing and events of the day for you, your guests, and the vendor team.

Client Concierge

We will check-in with you and your fiancé throughout the wedding day to ensure your needs are met, questions are answered, and the day is happening according to your desires.

Set-up Supervision

We will supervise ceremony and reception load-in and setup with your vendor team. We will setup small decor items and details including wedding favors, ceremony candles, wedding programs, guest book, toasting flutes, cake serving set, guest favors, card box, place cards, escort cards, table names or numbers, menu cards, and seating charts.

Coordinate the Ceremony

We will assist with line-up of the wedding processional, including grandparents, parents, and the bridal party. We will cue the ceremony musicians if needed and direct the individuals involved in the ceremony processional. After the ceremony, we will move small decor items to the reception location if needed.

Coordinate the Reception

During the reception, we will work closely with the venue, catering team, DJ or band, and the photo and video professionals to ensure accuracy of upcoming events, announcements to be made, and smooth transitions for you and your guests throughout the reception event. This includes coordination of the grand entrance, first dance, parent dances, toasts, cake cutting, bouquet and garter toss, last dance, grand exit, and any other events that are scheduled to take place.

Vendor Team Lead

We will be the point of contact for your team of wedding professionals on the day of the wedding. Using the wedding day schedule, we will work with your event professionals to answer questions and use our best efforts to stay on schedule throughout the day of the wedding. We will also work with the catering staff and vendor team to coordinate vendor meals and breaks if needed.

Guest Assistance

We will assist guests with questions that arise throughout the day. Along with the catering or venue staff, we will graciously direct guests from the ceremony to the cocktail hour location and then to the reception location if needed.

Guest Transportation Assistance

We will assist with coordinating timing and communication of details for guest shuttles and wedding party transportation on the day of the event. Your wedding planner will use phone calls and text messaging to manage communication with transportation vendors who are not at the same location as the wedding planner. If you require a planner or assistant to be on-site at another location to manage transportation, your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Clean-up Supervision

We will oversee reception clean up including collection of personal items such as the guest book, toasting flutes, cake serving set, and extra stationery items. We will work with your designated person to put wedding gifts and personal items into their car or other on-site location at the end of the reception.

Emergency Kit

We have a wedding day emergency kit that will be on-site for the wedding day. This kit includes a variety of items such as bandages, safety pins, hair spray, wet wipes, scissors, tape, mints, a sewing kit, and many other items to fix emergencies or necessities that may happen on the wedding day.

**Please note that centerpiece breakdown, installation/removal of chair covers, janitorial services, transportation of wedding gifts, bussing of tables, and trash removal are not included in Wedding Day Management Services provided by your wedding planner. Your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.*

Partial Wedding Planning Services

{Customizable Rate}

Partial Wedding Planning includes everything in our Wedding Day Management Service plus 25 hours of professional planning assistance with your lead planner during the planning process.

Partial Wedding Planning allows you to be in charge of the planning process while also having the ability to bring on expert guidance to help with certain tasks and details.

Your planning hours can be used for any of the following tasks related to planning your wedding:

- Attendance at vendor meetings
- Check-in meetings or phone calls with your planner
- Budget projection and management
- Design and decor advice and feedback
- Review of vendor contracts
- Assistance and management of rental orders
- Checking vendor availability
- Gathering event vendor quotes
- Scheduling vendor consultations for you
- Assembly of guest favors and welcome bags

Phone and email support are provided during regular business hours throughout the planning process to answer wedding-related questions. Phone calls over 15 minutes and emails that require a detailed response will be counted toward your planning hours. Your wedding planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

Travel to and from meetings and travel related to planning tasks that are more than 30 minutes from the wedding planner's office will be counted toward the planning hours, based on round-trip travel time.

The planning hours included in this service can only be used for planning of the wedding and cannot be used to plan other events. These planning hours may not be used for your planner to be on-site for additional hours on the day of the rehearsal, on the wedding day, or for any work after the wedding date.

Partial Wedding Planning Services

{Set List of Services}

Partial Wedding Planning includes our complete Wedding Day Management Service plus a set list of services from your professional planner. Partial Wedding Planning allows you to be in charge of the planning process while also having the ability to bring on expert guidance to help with certain tasks and details.

Partial Wedding Planning includes:

- An initial get-to-know-you meeting or phone conference where your planner will ask questions to learn more about you and your fiancé and to discuss all aspects of the wedding. This meeting will lay the foundation of the work you will do with your planner throughout the planning process. This meeting is up to 1.5 hours in length.
- Four (4) planning & design meetings or phone conferences throughout the planning process with your professional planner. These meetings are up to 1.5 hours each and can also be used for your planner to attend vendor meetings with you.
- Your professional wedding planner will provide 2-4 custom vendor recommendations to match your style and budget for each category including caterers, photographers, videographers, music and entertainment, floral and decor, cake designers, stationery companies, transportation, attire resources, and rentals. Your planner will provide feedback and give advice on choosing the best vendor professionals if needed. Venue recommendations are not included in Partial Planning Services.
- Creation of a mutual Pinterest inspiration board to help you finalize the overall style of the wedding and to share ideas for wedding details.

Additional services that can be added:

- As a client of Lifetime Memories Weddings and Events, you will have access to an online planning portal that has a custom planning checklist, wedding day schedules, wedding details checklist, your budget projection, meeting notes, and a place to keep your vendor contracts.
- Creation of a detailed wedding budget projection based on the get-to-know you interview at the start of the planning process.

Full-Service Wedding Planning

{Customizable Rate}

General Planning

We love to take the time to interview and really get to know our clients. After booking, we will have a get-to-know-you phone call or meeting to learn more about both of you and to discuss all aspects of the wedding. This meeting is the foundation of the work you will do with your wedding planner.

Throughout the planning process, we will be available through phone and email during regular business hours to ensure all your questions are answered. Your planner will provide the current business hours at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

As professional planners, we have many resources and recommendations for anything and everything you could possibly need for your wedding day. Our clients always make the final choice for wedding details and vendors. You will sign contracts directly with each vendor you choose and pay the vendor directly.

Budget Projection

Based on our get-to-know-you meeting and your ideal budget, we will project a detailed budget for the wedding day. After reviewing the projection together and reaching an agreement on the overall wedding budget estimate, we will use it as a guide during planning. We will keep track of vendor payments, send reminders when payments are due, and update the budget during the planning process.

Venue Selection

We will recommend up to 15 venues that fit your style, location, and budget. We will help you narrow down options then schedule and attend up to five venue tours with you. During the tours, we will ask relevant questions about the venue and take detailed notes. After choosing your venue(s), we will work with the selected venue(s) to obtain the contract. We will review the contract to confirm correct date, time, agreed upon rules, and price, then forward the final contract to you for signature.

During the planning process, we will work with your venue(s) to coordinate logistics and details related to the venue(s).

Catering

If a catering company is needed, we will work with you to create a distinct menu that fits the overall style and atmosphere for the wedding. We will then procure quotes from 2-3 catering companies and review the quotes with you. We will schedule and attend up to two catering tastings with you. During the tastings, we will ask relevant questions about the catering service, give feedback on the food and presentation, and take detailed notes.

After choosing your catering company, we will work with the selected caterer to obtain the contract. We will review the contract to confirm correct date, time, menu, and price, then forward the final contract to you for signature.

During the planning process, we will work with the catering company to coordinate logistics and details related to the catering service.

Beverage and Bar

If beverage catering is needed, we will work with you to create a bar service menu for the wedding day. We will procure quotes from 1-2 beverage service providers, bartending services, and/or beverage stores for you to review.

After choosing your beverage catering provider(s), we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and pricing, then forward the final contract to you for signature.

During the planning process, we will work with the beverage vendor(s) to coordinate logistics and details related to their services.

Cake and Desserts

We will recommend 2-3 cake designers, bakeries, or dessert companies for you to review. We will schedule and attend up to two cake or dessert tastings with you. During the consultations, we will ask relevant questions about the vendor's services, give feedback on the cake and dessert flavors, share ideas on the cake or dessert design, and take detailed notes.

After choosing your dessert professional(s), we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, design, and price, then forward the final contract to you for signature.

During the planning process, we will work with the dessert professionals to coordinate logistics and details related to their services.

Photo and Video

We will recommend 3-5 photo and video professionals who fit your style and budget. We will schedule and attend up to 4 consultation meetings. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes. After choosing your photo and video professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contracts to you for signature.

During the planning process, we will work with your photo and video professionals to coordinate logistics and details related to their services.

Music and Entertainment

We will recommend ceremony, cocktail hour, and reception musicians based on your style, budget, and music taste. We will procure up to 6 quotes related to music. We will schedule and attend up to 3 consultations with music professionals. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes.

After choosing your music professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the music professionals to coordinate logistics and details related to their services.

Event Styling and Design

We will work with you to create a shared Pinterest inspiration board to show the overall event style. We will share feedback and ideas on the color palette, decor, and wedding details. We will use the Pinterest board and our shared ideas throughout the planning process when choosing flowers, linens, rentals, decor, stationery, and cake design.

Floral

We will recommend 2-3 floral designers who fit the wedding style and budget. We will schedule and attend up to two floral consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the floral design, and take detailed notes. After the consultation, we will review the floral proposals with you and share feedback and advice.

After choosing your floral professional, we will work with the selected florist to obtain the contract. We will review the contract to confirm correct date, time, services, designs, and price, then forward the final contract to you for signature.

During the planning process, we will work with your florist to coordinate logistics and details related to their services. We will schedule and attend a floral centerpiece mock-up meeting with you if desired.

Decor

We will recommend 2-4 decor companies if needed. These may include decor, draping, specialty rentals, and lighting professionals. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the decor, and take detailed notes. After the consultation, we will review the decor proposal with you and share feedback and advice.

After choosing your decor professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract(s) to confirm correct date, time, services, and price, then forward the final contract(s) to you for signature.

During the planning process, we will work with your decor company to coordinate logistics and details related to their services.

Rentals and Linens

We will work with rental companies to procure 1-2 quotes for the correct rentals and linens for your wedding. If needed, we will schedule and attend up to two meetings with rental companies and assist with choosing your specific rentals and linens.

After choosing your rental and/or linen company, we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm correct date, time, rental items, estimated quantities, and price, then forward the final contract to you for signature.

During the planning process, we will update the rental orders and then finalize the order quantities and details prior to the wedding day. We will also work with the rental company to coordinate logistics and details related to their services.

Invitations and Stationery

We will recommend 2-3 stationery designers or companies who fit your desired style and budget. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the design of the stationery, and take detailed notes. After the consultation, we will review the stationery proposal with you and share feedback and advice if needed.

After choosing your stationery designer, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the stationery designer or company to assist with wording and design for save the dates, invitations, RSVP cards, programs, menu cards, place cards, escort cards, seating charts, thank you notes, and any other wedding related stationery. We will also review mock-ups of stationery items and give feedback if needed.

Hair and Makeup

We will recommend 2-3 makeup artists and 2-3 hair stylists or salons who fit your desired style and budget. You will review their portfolios and discuss details over the phone with these vendors on your own. We will give advice and feedback to help you make a final decision if needed.

After choosing your beauty professionals, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the beauty professionals to coordinate logistics and details related to their services. This includes scheduling a trial run for you to attend on your own with each beauty vendor and coordinating timing of their services on the wedding day for you and the bridal party.

Wedding Officiant or Minister

We will recommend 2-3 wedding officiants or ministers who fit your desired ceremony style. You will meet with these professionals on your own or interview them over the phone. We will give advice and feedback to help you make a final decision if needed.

After choosing your wedding officiant, we will work with the officiant to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the officiant to coordinate logistics and details related to their services.

Transportation

We will procure up to 4 quotes related to wedding day transportation services for guests and the bridal party. We will review these quotes with you and give feedback if needed.

After choosing your transportation professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the transportation company to coordinate logistics and details related to their services.

Guest Lodging

We will recommend 3-6 lodging options for your wedding guests and inquire about special room rates for the wedding weekend if available. After you evaluate the options and decide on the lodging selections to recommend for your guests, we will work with the selected lodging properties to obtain the contract(s) for special group rates or for contracted room blocks. We will review the contract(s) to confirm correct dates and rates, then forward the final contract(s) to you for signature.

During the planning process, we will assist with questions that arise related to guest lodging. Guests are responsible for booking their lodging through the contracted properties.

Attire

We will provide you with a list of our recommended wedding attire stores and resources for you to schedule and attend on your own. This includes bridal gown shops, bridesmaid attire shops, bridal accessory resources, alterations professionals, and groom and groomsmen attire resources.

Miscellaneous Details

We will share resources and ideas for wedding related details such as guest books, favors, signage, personalized decor details, and welcome bags if desired.

Wedding Day Management

All the services included in Wedding Day Management Service are included as part of Full-Service Wedding Planning. This includes creation of detailed wedding day schedules, scheduling and attending the final walk-through meeting at your reception venue, confirming final details with all vendors, running your ceremony rehearsal, and coordinating the wedding day. Please see the Wedding Day Management Service package for complete details.

Additional inclusions that can be added:

As a client of Lifetime Memories Weddings and Events you will have access to an online planning portal that has planning checklists, your detailed budget, copies of your vendor contracts, meeting notes, photos from any mock-ups, and other tools to help you throughout the planning process.

A La Carte Wedding Planning Services

{Customizable Rate}

RSVP Management

Have your RSVP cards mailed directly to our office to save the hassle of keeping track of who is and who isn't coming to the wedding, how many guests they are bringing, and what entree choices they have selected for dinner. Using your guest list, we will create and maintain a spreadsheet that is updated weekly with guest responses from your RSVP cards. Once the RSVP date has passed, we will give you a list of guests to contact who have not replied with their RSVP. Once you have the responses from those guests and share them with us, we will update the list with the final information and share with all relevant wedding professionals including the venue, rental company, and the caterer.

Guest Welcome Bags

Make your guests feel honored and welcome by gifting them a welcome bag when they arrive at their hotel. Guest welcome bags can be simple with a few snacks, a local map, and a bottle of water, or they can be more upscale with personalized canvas bags that include wine, beer, gourmet treats, and a gift for the guest.

We would love to help procure the packaging and contents for your guest welcome bags. We can also deliver the bags to the local lodging locations where guests are staying.

Attire Shopping & Fashion Consulting

Not sure you want to handle wedding gown, tuxedo shopping, and fashion coordination on your own? Our planners can schedule and attend bridal gown and tuxedo appointments, attend shopping excursions with the bridal party, make recommendations for accessories, and give fashion and style advice for the wedding day.

Hourly Concierge Assistance

For those weeks when you need an extra hand with wedding-related tasks, we offer hourly concierge assistance. We can run errands, assist with crafts and DIY projects, and provide administrative help. Service is based on the availability of your planner and must be hired at least one week in advance. Round trip travel time for tasks is counted towards the concierge hours.

Invitation Assembly, Stamping, and Mailing

If you don't have time to assemble, stamp, and mail wedding invitations, you can add this service to your planning package. Your planner can assemble, stamp, and mail invitations (include stamping RSVP envelopes). As part of this service, your planner will take a completed invitation to the post office to determine the correct postage needed. If you choose to hire a calligrapher, your planner will coordinate the logistics of getting the invitation envelopes to the calligrapher for addressing.

Party & Social Event Planning

We would love to help plan and design other events such as the rehearsal dinner, bachelor and bachelorette parties, wedding showers, welcome receptions, brunches, and wedding week guest activities. From vendor recommendations and theme development to event design and on-site coordination, we can create the perfect party to complement your wedding day celebration.

**Pricing for each a la carte service is custom quoted based on your specific needs.*