

Susan Marie WEDDINGS *A Top Wedding Planning Event Company*

The “Full Planning” Service

Designed to assist and manage every aspect of your wedding. With this being our largest package, the possibilities are endless. We are willing to assist in any way possible.

Includes all services listed in the “I Do” and “Day Of” Services, **plus...**

Lead Planner with over 20 years of wedding planning experience.

A custom *Preferred Vendors List* keeping your location, budget and style in mind.

We remain the main point of contact for the entire wedding planning process.

The client has the luxury to only communicate directly with the Lead Planner and not be bothered with discussing details with vendors, unless you want to.

This package includes full budget management, venue visits and extensive timelines.

The client will be informed every step of the way by phone, email or text.

Access to the Lead Planner at any time M-F from 9:00 - 5:00 pm and on selective weekends.

We schedule appointments, research best pricing, look over reviews and do all the grunt work.

One-on-one planning sessions include suggesting and securing your entertainment, caterers, rentals, hotel accommodations for your out of town guests, transportation, officiant, hair & make-up artists, honeymoon suggestions, favor ideas, and every detail of your wedding.

\$2,700 up to 100 guests

The “I Do” Service

Designed to assist you midway through your wedding planning process.

Includes all services listed in the *Day Of Package*, plus...

An initial planning session which begins a “Get to Know You Session” once client has secured a venue and needs help finding vendors to complete the wedding day.

Manage all vendor communication giving you the luxury to communicate with your Lead Planner directly and not your vendors (unless you choose to, of course!)

Professional design recommendations and expert in wedding etiquette.

Available for any problem solving issues e.g. seat assignment, bridal party assignment, etc.

Recommend easy ways to plan menus, organize guest lists/place cards, etc.

Review the venue and vendor contracts that were already booked by the client and make recommendations of items not listed.

Early arrival on wedding day to supervise vendors and make sure everything is set-up and ready.

We offer unlimited text and phone communication and up to 5 hours of one-on-one meetings.

A custom *Preferred Vendors List* keeping your location, budget and style in mind.

Recommend current design trends, wedding etiquette and guaranteed best practices.

Experienced Lead Planner and 1-2 assistants on the wedding day, depending on guest list.

\$1500 up to 100 guests

The “Day of” Service

Designed to manage the day of the wedding.

Services Include...

One-on one “meeting session” to discuss the details of the wedding, go over vendors hired and their contracts, any specific needs and the overall vision of the wedding day.
Collect all wedding day related information and make contact with vendors and bridal party.
Conduct an on-site venue visit to look over floor plan, reception et-up, vendor locations, etc.
Manage and conduct the rehearsal coordination the day before the wedding.
Create a timeline in order to keep vendors, wedding party and guests on time.
On wedding day arrive before vendors to insure set-up is done properly, direct processional/recessional, greet guests, cue first dances, start of food service, toasts, secure personal items and set-up place cards, help guests find their seats. Contact and confirm all vendor services, arrival times, and email final timeline to vendor team one week prior.
1 Lead Planner and 1-2 assistants on the wedding day (varies based on guest count).

\$750 up to 100 guests

All packages include lead wedding planner and owner, Susan Marie to be present and accountable for all services. Professionally dressed and equipped with first aid and equipped to address any light emergency situations (loose hemlines, aspirin, broken finger nails, etc.) Susan Marie is also CPR certified with the American Heart Association, a Master Florist . Susan Marie WEDDINGS also offers responsible, experienced, trained adults for guests that need someone to stay with their children during the wedding. We also can offer vendors that can assist with favors, program and menu printing and other wedding related items...