



Charleston Wedding Planner

Full Service Wedding Planning

"Never lose focus of the marriage while planning your wedding"

Where do we begin? Flat Fee Unlimited Planning Beginning at \$4000

Based on your vision and needs allow us to plan your wedding from beginning to end

- ✦ Act as your local and destination source for information and communication
- ✦ Design a plan of action with regards to prospecting and interviewing all wedding vendors
- ✦ Unlimited meetings, email and phone correspondence after signing contract
- ✦ Provide wedding planning bridal workbook, budget spreadsheets to keep you on task
- ✦ Help with design of your wedding website to keep guests informed of your wedding weekend.
- ✦ Complimentary hotel room block service

Ceremony and Reception Locations

- ✦ Prospect and present venue options for rehearsal dinner, ceremony, and reception
- ✦ Arrange and attend venue visits as needed and when available
- ✦ Design of ceremony layout and reception layout

Budget Development and Management

- ✦ Prioritization of each aspect of the wedding
- ✦ Personalized bridal planning workbook to keep on task, Microsoft budget planner spreadsheets.
- ✦ We apply our best efforts to keep you within budget
- ✦ Track all payments and provide continued assistance with maximizing your budget

Wedding Professionals

- ✦ Responsibility of the client to read all contracts and confirm acknowledgment of terms and agreements. Upon request Charleston Wedding Planner will assist with translating contracts.
- ✦ Provide recommendations for the event professional's. Provide qualified and reliable vendors within your budget, that match your style and personality, including but not limited to the following:



✦ Floral-Decor, rentals, lighting, specialty printing, catering, bar services, cakes and desserts, ceremony and reception entertainment, officiates ,attire, photography, videographer, transportation, accommodations, hair styling and beauty, favors, welcome baskets, and various gifts.

✦ Arrange and attend caterer tastings, with suggestions for menus

✦ Attend all meetings when available

✦ Remain in constant contact with the professionals to confirm all details

✦ Track all deposit and payments and provide continued assistance with maximizing your budget

✦ A final time line will be forwarded at least one month prior to the event

✦ Assist with ensuring all balances are paid prior to the wedding weekend

✦ Provide final headcount to caterer by specified due date and perform a complete reconciliation between the expected number of guests versus everything related to guest count (i.e. number of tables, favors, floral centerpieces, etc.)

Ceremony & Reception Event Design

✦ Designate a design team to flawlessly execute the wedding of your dreams.

✦ Collaborate with event designers to include floral, décor, and accent lighting

✦ Assistance with choosing innovative wedding colors, theme & style

✦ Work closely with couple to design and create invitations, favors, menus and programs

✦ Create a detailed layout of seating arrangements for the ceremony and reception to include all décor.

✦ Discuss design of all additional wedding day signage: menu cards, escort posters, place cards, table numbers, etc.

✦ Discuss favor ideas and assist with order placement. Ensure they are assembled and placed correctly during the reception

✦ Retrieval of the following prior to the wedding weekend: guest book and pen, toasting flutes, cake serving set, flower girl basket, ring bearer pillow, aisle runner, etc

✦ Perform set-up of such elements including, Champagne toasting flutes, cake server and knife, gift table, sign-in table, memorial table, place cards and reserved signs; Client needs to discuss the set-up of any additional items, including that of any “Do it yourself” elements with Charleston Wedding Planner at least 30 days prior to the event. If such requests go beyond the scope of Charleston Wedding Planner’s expected services, Charleston Wedding Planner will provide an additional pricing addendum for these additional services. We would require all items to be wrapped and boxed accompanied by an itemized list and photographs of such items.



Ceremony Consultation and Guidance

- ✍ Introduction and recommendation of Officiate and ceremony musicians
- ✍ Discuss special seating requirements, processional and recessional order
- ✍ Help create a wedding day program
- ✍ Provide information on where to obtain marriage license

30 days prior to wedding date

- ✍ Finalize all details with bride and groom
- ✍ Distribute a comprehensive time line of ceremony and reception proceedings to wedding couple as well as all wedding professionals
- ✍ Confirm final payment details due prior to and on wedding day for distribution

Rehearsal

- ✍ Attend rehearsal to meet the members of the bridal party and families and direct rehearsal according to pre-determined ceremony proceedings
- ✍ Provide ceremony layout for officiate and groomsmen to assist in seating of family and friends
- ✍ Create and distribute timeline to requested bridal party & family

Wedding day

- ✍ Confirm that event professionals are arriving on time and serve as the main point of contact
- ✍ Ensure vendor and wedding party itineraries are executed and handle any last minute details
- ✍ Assist bride and wedding party preparing while setting the sequence of the ceremony in motion and as needed throughout entire wedding day
- ✍ Attend and coordinate wedding from start to finish including flower distribution and boutonniere pin-on, bridal party line up and cue, ceremony processions, grand entrance and exit, toast, special dances, announcements, and departure
- ✍ Transport small items as needed between the ceremony and reception (programs, gifts etc)
- ✍ Ensure toasting glasses, guest book and other essentials are in place
- ✍ Troubleshoot emergency issues if they arise
- ✍ Package late night meals for the bride and groom if offered by caterer
- ✍ Pack gifts and other personal items at conclusion of event and give to specified person
- ✍ Distribute final payments and gratuities to vendors