



Wedding Planning Package

Event Preparations

- Full Planning, Design, and Guidance with an expert Wedding Planner
- Research and Booking of your venues and vendors that compliment your wedding design
- Monthly In-Person Planning Consultations including vendor meetings, design sessions, budget consultations; Includes a walkthrough of your venue with your venue manager
- Unlimited communication via e-mail, telephone appointments, and your online wedding database
- Budget analysis, including interactive 24/7 online access to billing and payment tracking
- Guidance with guest list management and seating chart
- Personalized wedding database with real-time access to your wedding timeline, vendor's list, and interactive calendar
- Ceremony processional, grand entrance order, personal items, and VIP list to assist with DIY planning
- Checklists to guide you effortlessly through the planning process
- Finalized custom timeline created and distributed to you and your vendors one week after final monthly meeting

Vendor Coordination

- Full review of vendor contracts and event orders to confirm all details and revise any discrepancies
- Contact vendors *two weeks prior* to the event to confirm final guest count, details, and setup/breakdown time
- Request insurance certificates for venue, as needed
- Contact vendors on the wedding week to confirm arrangements and distribute last-minute changes
- Referrals to professional vendors, as needed

The Wedding Day

- 10 hours of Wedding Day Coordination by your Planner & One Coordinator (8 Hours)
- Supervise and confirm setups of ceremony, cocktail hour, and reception
- Coordinate the day of formalities, such as the processional, grand entrance, first dance, cake cutting, etc...
- Orchestrate processional and grand entrance with bridal party
- Set up personal items you provide, such as favors, escort cards, programs, guestbook
- Distribute tips and final payments to vendors, as needed
- Direct the seating of guests and music cues
- Act out as a liaison between you and your vendors to ensure that your ideas are carried out and events are on time
- Clean up and organize personal items (bouquet, cake knife, toasting glasses, guest book, gifts, etc...) to suite or designated area for storage
- Use of Wedding Day Emergency Kit (everything you may need from a first aid kit to bobby pins)
- **Maintaining a stress-free and memory creating event that fits your wedding day vision!!!**