

Weekend Wedding Planning

Starting at..

\$1,000.00

For the bride who did it all, and just wants to be able to relax, and enjoy her wedding day stress and worry free !

- **Free 1 hour consultation**
- **One 4 hour meeting 2 - 3 weeks prior to your wedding day to review all wedding day details, and to take over vendor contracts.**
- **1 hour meeting the week of the wedding to review all final details.**
- **Unlimited phone/text/email conversations.**
- **Complete walk through of ceremony and reception sites at least two weeks prior to the wedding date.**
- **Complete timeline of the week leading up to the wedding, and entire weekend of the wedding for the entire wedding party, and all vendors.**

- **Thorough review of vendor details**

- we will confirm all contract details and arrival times through phone and email conversations one week before the wedding date

- we will instruct vendors to first contact us instead of you with any questions or concerns during the week leading up to your wedding.

- **Ceremony and Receptions Set-Up and Decorating**

- We will serve as a point of contact for venue staff and all vendors

- Set up of all ceremony items including all decorations, programs, unity candles, aisle runners, ect.

- Set up of all reception items including seating cards, place cards, gift table and card box, wedding favors, centerpieces, ect.

- **Ceremony and Reception Coordination**

- Rehearsal Coordination up to 1 1/2 hours the day before the wedding.

- Keep bridal party and

vendors to established timeline.

- Procession and Recession Coordination

- Distribute flowers, bouquets, and pin corsages and boutonnieres.

- Resolve any ceremony or reception problems that arise.

- Coordination of reception introductions, and all major events throughout the night.

- Distribution of final payments and gratuities to all vendors (Paid by client) .

- **Unlimited Hours the Day of the Wedding**

- **After Event Clean Up**

- Assist site staff and designated friends or family with general clean up.

- Deliver gifts and remaining ceremony and reception items to designated location.

- **Bridal Party Emergency Kit Always On Hand**

Partial Planning

Starting at..

\$1,600.00

For the bride who started planning, but has become stuck and overwhelmed, or just does not have the time because life is too busy.

Everything included in the Weekend Planning Package plus....

- **One 4 hour meeting 6-8 weeks prior to your big day to review any areas that require attention.**
- **Evaluate your budget**
- **Collection of all information and contracts from you**
- **Negotiation of pricing and booking remaining vendors**
- **A Roadmap/Timeline of set goals for each month**
- **Advice on proper wedding etiquette**
- **Securing all rentals**
- **Management of all RSVP's**
- **Assistance with seating arrangements**
- **Serve as a personal assistant and arbitrator to family**
- **Relay of final head count to venues.**
- **Room Block Coordination for out of town guests.**
- **Review of vendor payments and deposits due.**
- **Review and oversight of remaining budget to keep you on track.**

Full Planning

Starting at..

\$2,200.00

For the bride who just does not know where to begin, or does not want to take on the stress of planning a wedding, and simply wants to enjoy the process, and be worry and stress free all the way to the end.

Everything included in Weekend & Partial Planning Package Plus.....

- **Unlimited meetings and conversations throughout the entire planning process.**
- **Establish and monitor a set budget.**
- **Assistance with creating a guest list.**
- **Assistance choosing venue locations.**
- **Setup and attendance at all vendor appointments.**
- **Negotiation of pricing with vendors.**
- **Booking of all vendors - florist, photographer, DJ, Caterer, Videographer, Transportation, ect.**
- **Orchestrate fittings for bridal party.**
- **Assistance with design and delivery of wedding stationary.**
- **Track RSVP's**
- **Assistance with any pre-wedding parties.**
- **Assistance with honeymoon arrangements.**
- **Transportation Coordination**
- **Assistance with menu selection and dietary restrictions.**
- **Assisting with selection of color schemes, theme, and style.**
- **Design and Decoration advice.**