PACKAGES OVERVIEW

Custom packages can be created upon request

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Vision in White Events

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VIWEvents

Full Wedding Planning

PLANNING & PREPARATION

- *Unlimited phone calls and email correspondence (during established business hours).*
- *Up to (1) monthly in-person meeting with planner/designer throughout the planning process so you're always in the loop.*
- *Rehearsal, ceremony and reception timeline preparation.*
- *Assist with site tours, selection and booking of ceremony and reception locations.*
- *Detailed checklist along with other useful worksheets throughout planning process.*
- *Wedding weekend itinerary for family and wedding party.*
- *Assist with selection of attire and accessories.*
- *Provide etiquette advice.*
- *Ceremony and reception music selection assistance.*
- *Assist with favor and wedding party gift selection.*
- *Assist in transportation arrangements for out-of-town guests and bride/groom.*
- *Up to 5 hours of wedding related errands and shopping.*
- *Provide name and address change assistance and information on how to obtain marriage license.*
- *Provide a customary gratuity guideline for each type of vendor and others involved.*
- *Collect items (if needed) at rehearsal to be brought and set up on wedding day such as guest book, place cards, card box, wedding favors, etc.*

DESIGN & DECOR

- *Personalized design concept and inspiration board with client's ideas and thoughts.*
- *Assist with selecting color scheme, theme and style.*
- *Assist with rental order and oversee delivery, placement and return.*
- *Floor plan development and seating arrangement assistance.*
- *Assist with production of all items needed for seating at reception (seating cards, menu cards, table numbers, etc.)*
- *Assist with design of wedding stationary (programs, save-the-dates, invitations).*

VENDOR SELECTION & COORDINATION

- *Recommend additional vendors (if needed, up to 10) based on style, personality, and budget. Including but not limited to: Photographer, Caterer, Florist, Lighting/Draping, Officiant, Videographer, Hair/Makeup, Rentals, DJ/Band, Cake and Transportation.*
- *Review and manage vendor contracts that are already in place.*
- *Personal attendance at all necessary vendor appointments (2 per category).*
- *Coordinate with banquet manager for menu selection and site set-up.*
- *Create and distribute wedding day timeline for all vendors.*
- *Confirm and coordinate vendor arrivals.*

BUDGET & PAYMENT SERVICES

- *Creation of a detailed budget based on your overall wedding budget and management of budget.*
- *Track vendor deposits, payment, and due dates.*
- *Monthly report of current budget state and payments owed.*

GUEST SERVICES

- *Guest count, invitation, and RSVP tracking.*
- *Out of town guest assistance and room blocks.*
- *Assist with development of out-of-town guest welcome letter, itinerary, and maps/directions to rehearsal dinner, ceremony, reception, and any other relevant locations.*
- *Welcome bag ideas and assembly.*
- *Assist with distribution of timelines and welcome baskets.*

SPECIAL SERVICES

- *Tuxedo Return.*
- *Favor Assembly.*
- *Attend final dress fitting to learn appropriate bustle technique.*
- *Return cake rental items (cake stands, dessert trays, etc).*

YOUR CHOICE OF AN ADDITIONAL PLANNING PACKAGE (REHEARSAL DINNER PLANNING, POST WEDDING BRUNCH PLANNING, OR BRIDAL LUNCHEON PLANNING)

- *Includes 1 consultation appointment.*
- *Vendor selection and referrals.*
- *Assistance with theme and design.*
- *Assistance with seating arrangements and floor plan.*
- *Oversee vendor deliveries.*
- *Up to 3 hours of attendance on the day of the event.*

WEDDING WEEKEND SERVICES

- *Attendance and direction at wedding rehearsal (1 hour).*
- *Attend, oversee and direct ceremony and reception - 15 hours.*
- *One additional event assistant or wedding party attendant (up to 4 hours).*
- *Receive deliveries and greet vendors.*
- *Ensure ceremony and reception locations are set up as planned.*
- *Guest greeting and assistance.*
- *Behind the scene event management and troubleshooting.*
- *Coordinate transportation with limo, trolley, bus, etc.*
- *Assist with distributing flowers to wedding party and family and the pinning of all corsages and boutonnieres.*
- *Provide wedding day emergency kit.*
- *Setup all decor not handled by a specific vendor (table numbers, place cards, programs, favors, guestbook, etc) at ceremony and reception.*
- *Line up and cue wedding party for processional and grand entrance into reception.*
- *Cue musicians to ensure proper timing of ceremony.*
- *Bustle gown and assist in other bridal party wardrobe needs.*
- *Verify marriage license is signed and being returned to proper parties.*
- *Assist photographer with gathering family and wedding party for photos.*
- *Coordinate all reception activities including entrance, first dance, cake cutting, etc with MC and photographer.*
- *Maintain schedule of reception.*
- *Distribute final payment and gratuities to vendors.*
- *Coordinate gifts to be delivered to pre-arranged location.*
- *Collect guestbook, personal items and decor to be taken to pre-arranged location.*
- *Oversee teardown and strike of reception venue.*

Partial Wedding Planning

PLANNING & PREPARATION

- *Up to 5 planning meetings with the planner/designer throughout the planning process so you're always in the loop.*
- *Unlimited phone calls and email correspondence (during established business hours).*
- *Budget assistance.*
- *Rehearsal, ceremony and reception timeline preparation.*
- *Wedding weekend itinerary for family and wedding party.*
- *Detailed checklist along with other useful worksheets throughout planning process.*
- *Provide etiquette advice.*
- *Assist with favor and wedding party gift selection.*
- *Assist in transportation arrangements for out-of-town guests and bride/groom.*
- *Provide name and address change assistance and information on how to obtain marriage license.*
- *Provide a customary gratuity guideline for each type of vendor and others involved.*
- *Collect items (if needed) at rehearsal to be brought and set up on wedding day such as guest book, place cards, card box, wedding favors, etc.*

DESIGN & DECOR

- *One site visit to reception and ceremony locations to discuss setup.*
- *Assist with selecting color scheme, theme and style.*
- *Assist with rental order and oversee delivery, placement and return.*
- *Floor plan development and seating arrangement assistance.*

VENDOR SELECTION & COORDINATION

- *Recommend additional vendors (if needed, up to 5) based on style, personality, and budget. Including but not limited to: Photographer, Caterer, Florist, Lighting/Draping, Officiant, Videographer, Hair/Makeup, Rentals, DJ/Band, Cake and Transportation.*
- *Review and manage vendor contracts that are already in place.*

VENDOR SELECTION & COORDINATION CONT.

- *Personal attendance at all necessary vendor appointments (limit 5).*
- *Coordinate with banquet manager for menu selection and site set-up.*
- *Create and distribute wedding day timeline for all vendors.*
- *Confirm and coordinate vendor arrivals.*

WEDDING WEEKEND SERVICES

- *Attendance and direction at wedding rehearsal (1 hour).*
- *Attend, oversee and direct ceremony and reception – 12 hours*
- *Receive deliveries and greet vendors.*
- *Ensure ceremony and reception locations are set up as planned.*
- *Guest greeting and assistance.*
- *Behind the scene event management and troubleshooting.*
- *Coordinate transportation with limo, trolley, bus, etc.*
- *Assist with distributing flowers to wedding party and family and the pinning of all corsages and boutonnières.*
- *Provide wedding day emergency kit.*
- *Setup all décor not handled by a specific vendor (table numbers, place cards, programs, favors, guestbook, etc) at ceremony and reception.*
- *Line up and cue wedding party for processional and grand entrance into reception.*
- *Cue musicians to ensure proper timing of ceremony.*
- *Verify marriage license is signed and being returned to proper parties.*
- *Assist photographer with gathering family and wedding party for photos.*
- *Coordinate all reception activities including entrance, first dance, cake cutting, etc with MC and photographer.*
- *Maintain schedule of reception.*
- *Distribute final payment and gratuities to vendors.*
- *Coordinate gifts to be delivered to pre-arranged location.*
- *Collect guestbook, personal items and décor to be taken to pre-arranged location.*
- *Oversee teardown and strike of reception venue.*

Month-of Coordination

PLANNING & ASSISTANCE

- *1 planning meeting to review final wedding details, timeline, and vendors.*
- *1 venue walk-through to discuss room layout and rental order.*
- *Unlimited phone calls and email correspondence (during established business hours) within 4 weeks of the wedding date.*
- *Rehearsal, ceremony and reception timeline preparation.*
- *Wedding weekend itinerary for family and wedding party.*
- *Provide final details wedding task list.*
- *Provide a customary gratuity guideline for each type of vendor and others involved.*
- *Collect items (if needed) at rehearsal to be brought and set up on wedding day such as guest book, place cards, card box, wedding favors, etc.*

VENDOR COORDINATION

- *Coordinate with banquet or venue manager for site set-up.*
- *Create and distribute wedding day timeline for all vendors.*
- *Read contracts and confirm and coordinate vendor arrivals and other details.*

WEDDING WEEKEND SERVICES

- *Attendance and direction at wedding rehearsal (1 hour).*
- *Attend, oversee and direct ceremony and reception – 12 hours*
- *Receive deliveries and greet vendors.*
- *Ensure ceremony and reception locations are set up as planned.*
- *Guest greeting and assistance.*
- *Behind the scene event management and troubleshooting.*
- *Coordinate transportation with limo, trolley, bus, etc.*
- *Assist with distributing flowers to wedding party and family and the pinning of all corsages and boutonnières.*
- *Provide wedding day emergency kit.*
- *Setup all décor not handled by a specific vendor (table numbers, place cards, programs, favors, guestbook, etc) at ceremony and reception.*
- *Line up and cue wedding party for processional and grand entrance into reception.*
- *Cue musicians to ensure proper timing of ceremony.*
- *Verify marriage license is signed and being returned to proper parties.*
- *Assist photographer with gathering family and wedding party for photos.*
- *Coordinate all reception activities including entrance, first dance, cake cutting, etc with MC and photographer.*
- *Maintain schedule of reception.*
- *Distribute final payment and gratuities to vendors.*
- *Coordinate gifts to be delivered to pre-arranged location.*
- *Collect guestbook, personal items and décor to be taken to pre-arranged location.*
- *Oversee teardown and strike of reception venue.*

Add-on Services

ADDITIONAL PLANNING PACKAGE (REHEARSAL DINNER, POST WEDDING BRUNCH, BRIDAL LUNCHEON, BRIDAL SHOWER, OR BACHELOR/ETTE PARTY PLANNING)

- *Includes 1 consultation appointment.*
- *Unlimited phone calls and email correspondence.*
- *Vendor selection and referrals.*
- *Assistance with theme and design.*
- *Assistance with seating arrangements and floor plan.*
- *Oversee vendor deliveries.*
- *Up to 4 hours of attendance on the day of the event.*

RENTAL ORDER SERVICES

- *Determine proper amounts and items to be ordered based on estimated number of guests.*
- *Coordinate and place rental and linen order (includes discount on order and waive of setup fee with certain companies).*
- *Oversee delivery of linens and rentals and assist with placement.*
- *Throw linens and fold napkins.*
- *Tear down of linens and rentals and ensure delivery back to proper companies.*

VENDOR SELECTION

- *Recommend vendors based on style, personality and budget.*

WEDDING BUDGET ASSISTANCE

MONTHLY TIMELINE CHECKLIST

ROOM BLOCK ASSISTANCE

INVITATION ASSEMBLY & ADDRESSING

FAVOR ASSEMBLY

WELCOME PACKAGE ASSEMBLY

TRAVEL FEES

- *Anything outside of a 25 mile radius from downtown Nashville is an additional charge based off the IRS mileage rate. Hotel will be required for travel if stay is necessary.*