

Full Service Wedding Planner

\$1,500-\$2,500

I will oversee every detail of the process from start to finish, including:

- *Free initial consultation to define your event needs and interests*
- *Budget planning and tracking*
- *Create wedding/special event timeline*
- *Create wedding day timeline*
- *Suggest vendors (catering, cake, linens, photographer, cinematographer, DJ, Hair and Make-up, florist, officiant, entertainment, rentals, etc.)*
- *Meet, select and book vendors for ceremony and reception*
- *Attend all vendor meetings as detailed in contract*
- *Support services for the moms, groom and wedding party*
- *Track due dates and payments*
- *Schedule a block of hotel rooms for out of town guests*
- *Organize floor plan for the special event*
- *On-going consultation and advice via telephone, email or in-person*
- *On-going coordination of vendors*
- *Define color scheme, theme, and favors*
- *Assisting with invitation design, printing and mailing and RSVP tracking*
- *Assistance with seating charts*
- **ALSO INCLUDES THE DAY-OF WEDDING COORDINATOR PACKAGE**

Day-Of Coordinator

\$650

If you only need help on the day of your event, includes, but is not limited to:

- *Meet with Bride and Groom for two consultations and planning sessions*
- *Email and telephone consultations*
- *Create a wedding day timeline of events*
- *Wedding Rehearsal Coordination*
- *Review of all vendor contracts*
- *Confirm with all vendors the details and times of arrival and delivery 1-2 weeks prior to event*
- *Provide custom wedding day agenda and program to all vendors and wedding party*
- *Assistance with card placement*
- *Assist in placement of all décor and wedding items*
- *I will pin boutonnières and corsages on appropriate family members and wedding party*
- *Monitor ceremony and reception set-up*
- *Organize ushers and wedding party; oversee wedding party responsibilities*
- *The day of the event I will make sure guests sign in and are seated*
- *Organize and direct the event flow*
- *Help/coordinate room decoration, setup, layout, and clean up*
- *I will ensure gifts, top of the cake and sign in book are given to the appointed person that the bride has designated.*
- *Distribute final payments and tips to all vendors*