



Wendy's Weddings & Events LLC

3950 N. Sharon Church Road Loganville, GA 30052

404-702-4188

Wedding Coordinator & Planning Package Options

Month-Of Planning (including Day-Of Coordinating) -- \$1800

This is our most popular package. You will find that our Month-Of/Day-Of Coordinating package offers so much more than our competitors. This package is essential for any couple wanting to do most of the planning themselves, and then have a professional execute all your hard work. As your coordinator, we will ensure that all your details are planned and executed.

Letting us handle the wedding day logistics allows the happy couple (and their families) to enjoy the day rather than worrying about the million little details that make up the perfect wedding day.

Provided Upon Booking with WWE LLC:

Recommended Vendor List

I will provide you with our list of recommended event professionals, which includes 2-5 event professionals for each vendor category including caterers, photographers, videographers, music and entertainment, floral and decor, cake designers, stationery companies, transportation, attire resources, and rentals.

Wedding Planning Checklist

I will provide you with a detailed planning checklist to use throughout the wedding planning process.

Leading Up To Your Wedding Day:

Details Meeting

I will meet with you multiple times to review the wedding day details, talk through the timing of the wedding day events, and review the services that will be provided by your contracted event professionals. These meetings are up to 2 hours in length and take place throughout the wedding planning process.

Create First Draft of the Wedding Day Schedule

After the details meetings, I will draft a detailed wedding ceremony and reception schedule. At this time, I will also create our checklist regarding the setup of all wedding decor and details that I am responsible for. Once the first draft of the wedding day schedule and setup checklist is complete, you will review it and have the opportunity to provide feedback and corrections.

Create a Wedding Vendor List

I will compile a list of all your contracted wedding professionals with their contact information.



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Month-Of Planning/Day-Of Coordinating, cont.

Introduction to Your Vendor Team

I will contact your vendor team approximately 20 days prior to the wedding to introduce ourselves as your wedding day managers.

Email, Text and Phone Support

I will be available to answer wedding related questions through phone and email during regular business hours. You can expect a response from me within 24 hours during the workweek.

Final Walk-Through Meeting

I will work with you and your reception venue to schedule and attend the final walk-through meeting. This meeting takes place at your reception venue to finalize the wedding day schedule, setup details, logistics, and layout of the reception room. This meeting typically takes place 15-45 days prior to the wedding day and can be up to two (2) hours in length.

Finalize the Wedding Day Schedule

After the final walk-through meeting, I will finalize the wedding day schedule with you, your venue(s), and the vendor team, then distribute the schedule to the event professionals who are involved in the wedding day.

Final Vendor Confirmations

During the week prior to the wedding, I will confirm timing and logistical details with each event professional you have booked. This includes communicating load-in and load-out instructions, delivery and tear down times, and set-up logistics for the wedding day.

1-3 Days Before Your Wedding Day:

Wedding Rehearsal Coordination

I will attend your wedding rehearsal and work with your wedding officiant or minister to rehearse the processional, ceremony outline, and recessional. I will review the wedding day arrival time and locations with the bridal party. The rehearsal coordination includes up to two hours of time, but typically runs no longer than one hour.

Distribution of Final Payments

If you wish to have me distribute final payments and gratuities to your wedding vendors on the wedding day, these payments can be given to me in sealed and labeled envelopes.



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Collection of Small Decor Items

If your wedding venue does not have storage capability, you may deliver boxes of items to me during this time frame. I have a mid-size SUV, so whatever can be packed in my car I am happy to bring to the venue on the wedding day. These items may include favors, escort and place cards, seating chart, menu cards, table numbers, wedding programs, guest book, card box or basket, toasting flutes, cake serving set, signage, and small decor items. If you have additional decor items beyond this, I may be able to accommodate your needs with additional assistants, added planning hours, or added services.

Provided on the Wedding Day:

On-Site Time

I (and assistant(s), if necessary and pre-arranged) will be on-site for up to ten (10) hours on the day of the wedding. My arrival and departure times are listed in the wedding day schedule. Throughout the day, I will use the wedding day schedule to manage the timing and events of the day for you, your guests, and the vendor team.

Client Concierge

I will check-in with you and your fiancé throughout the wedding day to ensure your needs are met, questions are answered, and the day is happening according to your desires.

Set-up Supervision

I will supervise ceremony and reception load-in and setup with your vendor team. I will setup small decor items and details including wedding favors, ceremony candles, wedding programs, guest book, toasting flutes, cake serving set, guest favors, card box, place cards, escort cards, table names or numbers, menu cards, and seating charts.

Coordinate the Ceremony

I will assist with line-up of the wedding processional, including grandparents, parents, and the bridal party. I will cue the ceremony musicians if needed and direct the individuals involved in the ceremony processional. After the ceremony, I will move small decor items to the reception location if needed.

Coordinate the Reception

During the reception, I will work closely with the venue, catering team, DJ or band, and the photo and video professionals to ensure accuracy of upcoming events, announcements to be made, and smooth transitions for you and your guests throughout the reception event. This includes coordination of the grand entrance, first dance, parent dances, toasts, cake cutting, bouquet and garter toss, last dance, grand exit, and any other events that are scheduled to take place.



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Vendor Team Lead

I will be the point of contact for your team of wedding professionals on the day of the wedding. Using the wedding day schedule, I will work with your event professionals to answer questions and use my best efforts to stay on schedule throughout the day of the wedding. I will also work with the catering staff and vendor team to coordinate vendor meals and breaks if needed.

Guest Assistance

I will assist guests with questions that arise throughout the day. Along with the catering or venue staff, I will graciously direct guests from the ceremony to the cocktail hour location and then to the reception location if needed.

Guest Transportation Assistance

I will assist with coordinating timing and communication of details for guest shuttles and wedding party transportation on the day of the event. I will use phone calls and text messaging to manage communication with transportation vendors who are not at the same location as the wedding planner. If you require a planner or assistant to be on-site at another location to manage transportation, I may be able to accommodate your needs with additional assistants, added planning hours, or added services (at an additional cost).

Clean-up Supervision

I will oversee reception clean up including collection of personal items such as the guest book, toasting flutes, cake serving set, and extra stationery items. I will work with your designated person to put wedding gifts and personal items into their car or other on-site location at the end of the reception.

Emergency Kit

I have a wedding day emergency kit that will be on-site for the wedding day. This kit includes a variety of items such as bandages, safety pins, hair spray, wet wipes, scissors, tape, mints, a sewing kit, and many other items to fix emergencies or necessities that may happen on the wedding day.

**Please note that centerpiece breakdown, installation/removal of chair covers, janitorial services, transportation of wedding gifts, bussing of tables, and trash removal are not included in Wedding Day Management Services provided by your wedding planner. Your wedding planner may be able to accommodate your needs with additional assistants, added planning hours, or added services.*

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Partial Wedding Planning Service -- \$2700

Partial Wedding Planning includes everything in our Month-Of Planning/Day-Of Coordinating package *plus* 20 hours of professional planning assistance with your lead planner during the planning process.

Partial Wedding Planning allows you to be in charge of the planning process while also having the ability to bring on expert guidance to help with certain tasks and details.

Your planning hours can be used for any of the following tasks related to planning your wedding:

- Attendance at vendor meetings
- Check-in meetings or phone calls with your planner
- Budget projection and management
- Design and decor advice and feedback
- Review of vendor contracts
- Assistance and management of rental orders
- Checking vendor availability
- Gathering event vendor quotes
- Scheduling vendor consultations for you
- Assembly of guest favors and welcome bags

Phone and email support are provided during regular business hours throughout the planning process to answer wedding-related questions. Phone calls over 20 minutes and emails that require a detailed response will be counted toward your planning hours. Your planner will provide business hours to you at the time of booking. You can expect a response from your planner within 48 hours during the workweek.

Travel to and from meetings and travel related to planning tasks that are more than 45 minutes from the wedding planner's office will be counted toward the planning hours, based on round-trip travel time.

The planning hours included in this service can only be used for planning of the wedding and cannot be used to plan other events. These planning hours may not be used for your planner to be on-site for additional hours on the day of the rehearsal, on the wedding day, or for any work after the wedding date.

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Full Service Wedding Planning Service – price TBD after consultation

With this package, we will handle everything for you. You will have the option to participate in the fun stuff like cake tastings and menu samplings, but you can leave the stressful planning to us. We will be in charge of contract negotiations, hiring of vendors, and pulling it all together for your big day. We will select vendors based on your vision and budget for your wedding day, and all you will do is sign contracts and make the payments.

General Planning

I love to take the time to interview and really get to know my clients. We will have a get-to-know-you meeting to learn more about you and to discuss all aspects of the wedding. This meeting is the foundation of the work I will do for you.

Throughout the planning process, I will be available through phone and email during regular business hours to ensure all your questions are answered. You can expect a response from your planner within 24 hours during the workweek.

As a professional planner, I have many resources and recommendations for anything and everything you could possibly need for your wedding day. My clients always make the final choice for wedding details and vendors. You will sign contracts directly with each vendor you choose and pay the vendor directly.

Budget Projection

Based on our get-to-know-you meeting and your ideal budget, I will project a detailed budget for the wedding day. After reviewing the projection together and reaching an agreement on the overall wedding budget estimate, we will use it as a guide during planning. I will keep track of vendor payments, send reminders when payments are due, and update the budget during the planning process.

Venue Selection

I will recommend up to 10 venues that fit your style, location, and budget. I will help you narrow down options and then schedule and attend up to five venue tours with you. During the tours, I will ask relevant questions about the venue and take detailed notes. After choosing your venue(s), I will work with the selected venue(s) to obtain the contract. I will review the contract to confirm correct date, time, agreed upon rules, and price, then forward the final contract to you for signature.

During the planning process, I will work with your venue(s) to coordinate logistics and details related to the venue(s).



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Full Service Wedding Planning, cont.

Catering

If a catering company is needed, I will work with you to create a distinct menu that fits the overall style and atmosphere for the wedding. I will then procure quotes from 2-3 catering companies and review the quotes with you. I will schedule and attend up to two catering tastings with you. During the tastings, I will ask relevant questions about the catering service, give feedback on the food and presentation, and take detailed notes.

After choosing your catering company, I will work with the selected caterer to obtain the contract. I will review the contract to confirm correct date, time, menu, and price, then forward the final contract to you for signature.

During the planning process, I will work with the catering company to coordinate logistics and details related to the catering service.

Beverage and Bar

If beverage catering is needed, I will work with you to create a bar service menu for the wedding day. I will procure quotes from 1-2 beverage service providers, bartending services, and/or beverage stores for you to review.

After choosing your beverage catering provider(s), I will work with the selected vendor(s) to obtain the contract. I will review the contract to confirm correct date, time, services, and pricing, then forward the final contract to you for signature.

During the planning process, we will work with the beverage vendor(s) to coordinate logistics and details related to their services.

Cake and Desserts

I will recommend 2-3 cake designers, bakeries, or dessert companies for you to review. I will schedule and attend up to two cake or dessert tastings with you. During the consultations, I will ask relevant questions about the vendor's services, give feedback on the cake and dessert flavors, share ideas on the cake or dessert design, and take detailed notes.

After choosing your dessert professional(s), I will work with the selected vendor(s) to obtain the contract. I will review the contract to confirm correct date, time, services, design, and price, then forward the final contract to you for signature.

During the planning process, I will work with the dessert professionals to coordinate logistics and details related to their services.



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Photo and Video

I will recommend 3-5 photo and video professionals who fit your style and budget. I will schedule and attend up to 4 consultation meetings. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes. After choosing your photo and video professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contracts to you for signature.

During the planning process, we will work with your photo and video professionals to coordinate logistics and details related to their services.

Music and Entertainment

We will recommend ceremony, cocktail hour, and reception musicians based on your style, budget, and music taste. We will procure up to 6 quotes related to music. We will schedule and attend up to 3 consultations with music professionals. During the consultations, we will ask relevant questions about the vendor's services and take detailed notes.

After choosing your music professionals, we will work with the selected vendors to obtain the contracts. We will review the contracts to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the music professionals to coordinate logistics and details related to their services.

Event Styling and Design

We will work with you to create a shared Pinterest inspiration board to show the overall event style. We will share feedback and ideas on the color palette, decor, and wedding details. We will use the Pinterest board and our shared ideas throughout the planning process when choosing flowers, linens, rentals, decor, stationery, and cake design.

Floral

We will recommend 2-3 floral designers who fit the wedding style and budget. We will schedule and attend up to two floral consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the floral design, and take detailed notes. After the consultation, we will review the floral proposals with you and share feedback and advice.

After choosing your floral professional, we will work with the selected florist to obtain the contract. We will review the contract to confirm correct date, time, services, designs, and price, then forward the final contract to you for signature.



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Full Service Wedding Planning, cont.

During the planning process, we will work with your florist to coordinate logistics and details related to their services. We will schedule and attend a floral centerpiece mock-up meeting with you if desired.

Decor

We will recommend 2-4 decor companies if needed. These may include decor, draping, specialty rentals, and lighting professionals. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the decor, and take detailed notes. After the consultation, we will review the decor proposal with you and share feedback and advice.

After choosing your decor professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract(s) to confirm correct date, time, services, and price, then forward the final contract(s) to you for signature.

During the planning process, we will work with your decor company to coordinate logistics and details related to their services.

Rentals and Linens

We will work with rental companies to procure 1-2 quotes for the correct rentals and linens for your wedding. If needed, we will schedule and attend up to two meetings with rental companies and assist with choosing your specific rentals and linens.

After choosing your rental and/or linen company, we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm correct date, time, rental items, estimated quantities, and price, then forward the final contract to you for signature.

During the planning process, we will update the rental orders and then finalize the order quantities and details prior to the wedding day. We will also work with the rental company to coordinate logistics and details related to their services.

Invitations and Stationery

We will recommend 2-3 stationery designers or companies who fit your desired style and budget. We will schedule and attend up to two consultations with you. During the consultations, we will ask relevant questions about the vendor's services, give input on the design of the stationary, and take detailed notes. After the consultation, we will review the stationery proposal with you and share feedback and advice if needed.

After choosing your stationery designer, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the stationery designer or company to assist with wording and design for save the dates, invitations, RSVP cards, programs, menu cards, place



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Full Service Wedding Planning, cont.

cards, escort cards, seating charts, thank you notes, and any other wedding related stationery. We will also review mock-ups of stationery items and give feedback if needed.

Hair and Makeup

We will recommend 2-3 makeup artists and 2-3 hair stylists or salons who fit your desired style and budget. You will review their portfolios and discuss details over the phone with these vendors on your own. We will give advice and feedback to help you make a final decision if needed.

After choosing your beauty professionals, we will work with the selected vendor(s) to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the beauty professionals to coordinate logistics and details related to their services. This includes scheduling a trial run for you to attend on your own with each beauty vendor and coordinating timing of their services on the wedding day for you and the bridal party.

Wedding Officiant or Minister

We will recommend 2-3 wedding officiants or ministers who fit your desired ceremony style. You will meet with these professionals on your own or interview them over the phone. We will give advice and feedback to help you make a final decision if needed.

After choosing your wedding officiant, we will work with the officiant to obtain the contract. We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the officiant to coordinate logistics and details related to their services.

Transportation

We will procure up to 4 quotes related to wedding day transportation services for guests and the bridal party. We will review these quotes with you and give feedback if needed.

After choosing your transportation professional(s), we will work with the selected vendor(s) to obtain the contract(s). We will review the contract to confirm correct date, time, services, and price, then forward the final contract to you for signature.

During the planning process, we will work with the transportation company to coordinate logistics and details related to their services.



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Full Service Wedding Planning, cont.

Guest Lodging

We will recommend 3-6 lodging options for your wedding guests and inquire about special room rates for the wedding weekend if available. After you evaluate the options and decide on the lodging selections to recommend for your guests, we will work with the selected lodging properties to obtain the contract(s) for special group rates or for contracted room blocks. We will review the contract(s) to confirm correct dates and rates, then forward the final contract(s) to you for signature.

During the planning process, we will assist with questions that arise related to guest lodging. Guests are responsible for booking their lodging through the contracted properties.

Attire

We will provide you with a list of our recommended wedding attire stores and resources for you to schedule and attend on your own. This includes bridal gown shops, bridesmaid attire shops, bridal accessory resources, alterations professionals, and groom and groomsmen attire resources.

Miscellaneous Details

We will share resources and ideas for wedding related details such as guest books, favors, signage, personalized decor details, and welcome bags if desired.

Wedding Day Management

All of the services included in Wedding Day Management Service are included as part of Full Service Wedding Planning. This includes creation of detailed wedding day schedules, scheduling and attending the final walk-through meeting at your reception venue, confirming final details with all vendors, running your ceremony rehearsal, and coordinating the wedding day. Please see the Wedding Day Management Service package for complete details.

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A La Carte Wedding Planning Services – contact for price details

RSVP Management

Have your RSVP cards mailed directly to my office to save the hassle of keeping track of who is and who isn't coming to the wedding, how many guests they are bringing, and what entree choices they have selected for dinner. Using your guest list, I will create and maintain a spreadsheet that is updated weekly with guest responses from your RSVP cards. Once the RSVP date has passed, I will give you a list of guests to contact who have not replied with their RSVP. Once you have the responses from those guests and share them with me, I will update the list with the final information and share with all relevant wedding professionals including the venue, rental company, and the caterer.

Guest Welcome Bags

Make your guests feel honored and welcome by gifting them a welcome bag when they arrive at their hotel. Guest welcome bags can be simple with a few snacks, a local map, and a bottle of water, or they can be more upscale with personalized canvas bags that include wine, beer, gourmet treats, and a gift for the guest.

I would love to help procure the packaging and contents for your guest welcome bags. I can also deliver the bags to the local lodging locations where guests are staying.

Attire Shopping & Fashion Consulting

Not sure you want to handle wedding gown, tuxedo shopping, and fashion coordination on your own? I can schedule and attend bridal gown and tuxedo appointments, attend shopping excursions with the bridal party, make recommendations for accessories, and give fashion and style advice for the wedding day.

Hourly Concierge Assistance

For those weeks when you need an extra hand with wedding-related tasks, I offer hourly concierge assistance. I can run errands, assist with crafts and DIY projects, and provide administrative help. Service is based on my availability and must be hired at least one week in advance. Round trip travel time for tasks is counted towards the concierge hours.

Invitation Assembly, Stamping, and Mailing

If you don't have time to assemble, stamp, and mail wedding invitations, you can add this service to your planning package. I can assemble, stamp, and mail invitations (include stamping RSVP envelopes). As part of this service, I will take a completed invitation to the post office to determine the correct postage needed. If you choose to hire a calligrapher, I will coordinate the logistics of getting the invitation envelopes to the calligrapher for addressing.

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A La Carte Services, cont.

Party & Social Event Planning

I would love to help plan and design other events such as the rehearsal dinner, bachelor and bachelorette parties, wedding showers, welcome receptions, brunches, and wedding week guest activities. From vendor recommendations and theme development to event design and on-site coordination, I can create the perfect party to complement your wedding day celebration.

Additional Event Services – contact for price details

Corporate Events and Parties

Whether it's a holiday party, customer appreciation event, product launch or corporate fundraising event, Wendy's Weddings & Events has extensive experience and can make your vision a reality.

Parties and Celebrations

Let us plan your next birthday or anniversary celebration, retirement party, family reunion or holiday dinner. Whether small or large, we can alleviate your stress, and you can enjoy the event with your guests.

**Pricing for each a la carte service is custom quoted based on your specific needs.*