



Full Service Wedding Package

"A comprehensive wedding package for the couple who desire personal assistance planning every detail of their signature wedding from concept to execution. Enjoy a stress-free journey to create your signature wedding!"

Planning Phase

Keeping your budget in check:

- ❖ Budget development, prioritization & management

Scouting & securing your ideal venue:

- ❖ Location scout for Ceremony & Reception sites that meet budget and stylistic needs— includes venue research, review, coordinate appointments, in-person visits & selection
- ❖ Contract review & negotiation

Pairing you with and securing the right team of vendors:

- ❖ Identify professional vendors within each category, based on your budget and stylistic needs
- ❖ Verify vendor availability and signature value they can provide
- ❖ Arrange and attend vendor meeting(s)
- ❖ Contract review & negotiation
- ❖ Vendor payment schedule & alerts

Planning your signature details:

- ❖ Wedding design inspiration to determine wedding design direction
- ❖ Attendance at preliminary floral design meeting
- ❖ Recommendations and guidance on rental & design vendors
- ❖ Pull customized proposals
- ❖ Attend design vendor preliminary/planning meetings
- ❖ On-going exchange of décor ideas and signature details
- ❖ Coordinate Sample Tabletop Meeting with vendors to finalize design & tabletop details

Planning your signature details:

- ❖ Gown & attire assistance
- ❖ Invitation & other stationary planning & selection
- ❖ Cake design consultation & selection
- ❖ Creative favor/gift planning & selection
- ❖ Menu consultation & selection
- ❖ Ceremony planning meeting(s)

Creating your wedding day blueprint:

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Wedding Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

Organizing your special day:

- ❖ On-site meeting(s) to plan logistics and details
- ❖ Coordinate logistics and details with venue and vendors
- ❖ Assistance with escort cards
- ❖ Assistance with RSVP tracking
- ❖ Assistance with Marriage License
- ❖ Develop floor plan and seating arrangement
- ❖ Planning, assembling and delivering of guest welcome bags
- ❖ Coordinate transportation arrangements & itinerary
- ❖ Coordinate driving directions & maps
- ❖ Coordinate hotel accommodations

Providing on-going professional guidance:

- ❖ On-going communication
- ❖ On-going etiquette advice

Execution Phase

Coordinating your Rehearsal:

- ❖ Orchestrate Ceremony Rehearsal
- ❖ Distribute and review Event Timeline with Wedding Party
- ❖ Review/deliver personal items

Coordinating your Rehearsal Dinner:

- ❖ Coordinate & execute Rehearsal Dinner

Coordinating and executing your wedding day:

- ❖ Oversee set up of Ceremony and Reception site(s)
- ❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- ❖ Distribute personal flowers
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Coordinate Reception formalities
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all Ceremony & Reception items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Includes (3) Assistant Coordinators (actual number is based on guest count and event details)

Actual price dependant upon location, number of guests and event details.

**ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.
CONTACT US TODAY FOR A COMPLIMENTARY CONSULTATION.**

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