



## Partial Planning & Coordination Package Starting at \$2,200

For those who need some planning assistance or need for us to take the lead completely, whichever you prefer! We will help you organize and detail every aspect of the wedding. We want this journey to be fun with as little stress as possible, so you enjoy every minute of the joy of planning.

### Preparation

- Three (3) two-hour in-person consultation meetings to discuss:
  - A cohesive design concept that will set the tone for the planning process
  - Ceremony planning & reception planning
  - Budget and cost analysis – help establish priorities
  - Timeline
  - Or personal attendance at service provider meetings
- Unlimited access via phone and email
- Detailed schedule for rehearsal, ceremony, and reception, including vendor and wedding party timetable

### Vendor Selection and Coordination

- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.)
- Review proposals and contract review
- Distribute wedding day timeline for vendors
- Contact vendors the week of the wedding to confirm previous discussions and verify all final details
- Relay final head count to appropriate parties

### Wedding Rehearsal

- Ceremony rehearsal coordination
- Organize wedding party for line-up and placement
- Receive all personal items for ceremony and reception (i.e. escort cards, guestbook, favors, etc.)
- Final walkthrough at reception and ceremony site

### Wedding Day

- Full day wedding coordination: overall management of wedding ceremony and reception for up to eight (8) hours on wedding day with one wedding planner and **one assistant**
- Use of wedding day emergency kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Place table centerpieces and decor
- Setup and prep favor tables
- Final inspections on setup, seating placements/count, table/escort cards, décor, etc. (as per instructions and session discussions)
- Greet guests and assist with seating arrangements as needed
- Attend to guests needing special assistance
- Coordinate with musicians on ceremony song selections
- Cue ceremony
- Review reception activities and timing with band or MC/DJ and photographers/videographers
- Coordinate reception activities – grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payments and/or gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room
- Manage clean-up

Additional event assistant/coordinator(s) may be required for weddings with 150 or more guests, specific properties, multiple locations, or at events where there is shuttle transportation for your guests. All packages can be customized to meet your specific needs. Actual price is dependent upon additional staff needs, service requests, location, and number of guests.

Please call or email us for more information!