



Wedding Planner (full-service) Package Starting at \$5,500

This is the complete wedding package and our top of the line service! Designed for the couple crazy about each other but not crazy about planning their wedding on their own. If you want to be totally pampered then this is the perfect fit for you!

Preparation

- Unlimited in-person consultation meetings to discuss:
 - Preferences, priorities, personality, taste and style. We will then create a personalized design and theme for your event, interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc.)
 - Ceremony planning & reception planning
 - Budget and cost analysis, including creation and management of a personal budget spreadsheet.
 - Timeline
- Unlimited access via phone and email
- Personal attendance to service provider meetings as stated below in "Vendor Selection and Coordination"
- Location sourcing and attendance to site visits
- Personalized checklists and reminders
- Assist with wedding website content/wording
- Creation of event floor plan
- Assistance with planning for the rehearsal dinner
- Detailed schedule for rehearsal, ceremony and reception, including vendor and wedding party timetable
- Assist with development of the reception seating assignment
- Assistance with selection of wedding attire and accessories
- Assistance with selection of wedding party gifts

Vendor Selection and Coordination

- Personal attendance to select service provider meetings based on Client's needs.

- Vendor recommendations (caterer, florist, photographer, DJ, cake, invitations, etc.)
- Review proposals and contract review
- Rental placement and management, including obtaining quotes (including chairs, tables, linens, service-ware, draping, lighting, dance floor, specialty rental items etc.) and finalizing order with the selected company upon Client approval.
- Track vendor deposits, payments and due dates
- Assist Client with tracking vendor expenses
- 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 ten (10) 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 amount of guests.

Please call or email us for more information!

(805) 738-8553 • hello@jenniferjeanneevents.com • www.jenniferjeanneevents.com
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