



# Everlasting Affairs

## CUSTOM PARTIAL PLANNING PACKAGE



- Unlimited phone calls and emails
- Ongoing phone calls, emails and meetings with vendors necessary at least 1 month before coordinate the final details
- Advice on wedding traditions, etiquette and protocol
- On Site meeting to walk through the ceremony and reception space
- Creation and execution of detailed timeline

- Run the rehearsal on the day before the wedding
- Development of floor plan and seating chart for wedding day
- Planning of ceremony and reception schedules, processional and recessional
- Creation and distribution of BEO (Banquet Event Order) with all wedding details and itineraries to vendors
- **Remainder of package tasks is customized to your needs and wants!**

### On the day of the wedding we will provide . . .

- Detailed wedding day timelines for wedding vendors, venue and banquet staff
- Set up of aisle runner, programs, etc. at the ceremony site with vendors
- Overseeing set up of ceremony and reception area, including chairs, tables, linens, centerpieces, etc.
- Set up of guest book, décor, place cards, menus, candles, favors, etc. at reception site
- Supervision of all vendor delivery and set up on day of wedding at ceremony and reception site, as well as any interference needed
- Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit

- Coordination and timing of ushers, attendants, bride and groom
- Bustling of the wedding gown if needed and arrangement of refreshments upon couple's arrival to reception
- Coordination of entertainment and all announcements of events (entrances, first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Distribution of final payments and gratuities to the necessary vendors
- Any and all troubleshooting necessary to ensure the day runs smoothly
- Packing up of wedding gifts and all personal items at the conclusion of the event

*\*Please note the tasks in this package are not limited to this list but includes all of the below\**

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