



Everlasting Affairs

FULL "START-TO-FINISH" PLANNING PACKAGE



- Assistance with event design, theme and décor concept development.
- Customized budget according to your spending goals
- Tracking of deposits, payments due and final balances
- Décor personalized to the couple including invitations, floral design, stationary, favors, table design, etc, through contracted vendors
- Recommendations on all vendors, as well as scheduling and attending all vendor appointments
- Contracting of all negotiations to optimize pricing
- Reviewing of all vendor contracts and monitoring of all vendor obligations
- Ongoing phone calls, emails and meetings with vendors necessary to plan all details
- Advice on wedding traditions, etiquette and protocol
- Management of the guest list
- Creation and execution of detailed timeline

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

- Assistance with all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc, through the appropriate vendors.
- Organization of transportation needs and hotel accommodations for wedding party and out of town guests
- Determination of availability and negotiation of discount rates for hotel room blocks
- Scheduling of hair and makeup for wedding day
- 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
- On Site meeting to walk through the ceremony and reception space with bride and groom and any other vendors necessary
- Running of the rehearsal on the day before the wedding

- Overseeing set up of ceremony and reception area, including chairs, tables, linens, centerpieces, etc.

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

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- 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

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