

# Everlasting Affairs



- Creation and execution of detailed timeline
- Running of the rehearsal prior to the wedding day

## On the day of the wedding . . . . .

- Setting Up of Aisle Runner, Programs, and Misc. Ceremony Details
- Overseeing set up of ceremony & reception areas including chairs, tables, linens & centerpieces
- Setting Up of Guest Book, Décor, Place Cards, Menu Cards, Candles, Favors, Etc.
- Supervision of all vendor deliveries and set up at both ceremony and reception sites
- Behind the scenes event management and troubleshooting, including our Wedding Day Emergency Kit
- Coordination and timing of ushers, attendants, parents, and bride & groom

## Décor Partial Planning

- Unlimited Phone Calls & Emails
- Ongoing phone calls, emails and meetings with vendors at least 1 month before to coordinate the final details
- Advice on wedding traditions, etiquette and protocol
- Development of floor plan and seating chart for your wedding day
- At least 1 on site meeting to walk through the ceremony and reception space
- Planning of ceremony & reception schedules, processional & recessional
- Creation and distribution of BEO (Banquet Event Order) with all wedding details & itineraries to vendors
- Bustling of wedding gown if it is needed
- Arrangement of refreshments & hors d'oeuvres upon conclusion of the ceremony and throughout cocktail hour for the couple
- Coordination of entertainment and all formalities throughout the reception (entrances, first dance, cake cutting, parent dances, toasts/speeches, bouquet toss, etc.)
- Distribution of any and all final payments and gratuities to necessary vendors
- All day-of troubleshooting to ensure flow and smoothness of the day
- Packing up of all wedding gifts and all personal items towards the conclusion of the event into designated vehicle

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## **Also Included . . . . .**

- Assistance with all wedding stationary including Save the Dates, Invitations, RSVPs, Escort Cards, Menus if needed, Programs, etc.
- Guest List Management assistance
- Assistance with event design, theme and décor concept development that is done or purchased with or without the use of a vendor
- Coordination of décor personalized to the couple including escort cards, guest book, flower girl basket & petals, champagne flutes, toasting glasses, ceremony decor, reception decor, etc. that is done or purchased with or without the use of a vendor
- Recommendations on remaining vendors as needed
- Reviewing of all vendor contracts and monitoring of all vendor obligations
- Contracting and negotiations for the following vendors: florist, rentals, and wedding cake if needed
- Assistance on decor elements pertaining to a given wedding vendor such as floral design, table look, and cake design

## **What is NOT included . . . . .**

- Rehearsal Dinner planning assistance
- Bar planning assistance -- if bringing in your own bar to the venue
- Contracting and negotiations of catering, catering menu, and catering staff such as servers, a banquet captain, and bartenders
- Scheduling and attending all vendor appointments
- Contracting of all negotiations to optimize pricing
- Customized budget according to your spending goals
- Tracking of deposits, payments due and final balances for vendors not listed as included
- Organization of hotel accommodations for wedding party and out of town guests
- Determination of availability and negotiation of discount rates for hotel room blocks

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