

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

Vendor 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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Images shown were captured by Matt Agan Photography

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Also Included

- Research and Recommendations on all vendors and vendor options, as well as scheduling and attending vendor appointments
- Contracting of all negotiations to optimize pricing
- Reviewing of all vendor contracts and monitoring of all vendor obligations
- Customized budget according to your spending goals
- Tracking of deposits, payments due and final balances
- Organization of transportation needs and hotel accommodations for wedding party and out of town guests through vendors
- Determination of availability and negotiation of discount rates for hotel room blocks
- Scheduling of hair and makeup for wedding day
- Assistance on decor elements pertaining to a given wedding vendor such as floral design, table look, and cake design.

What is NOT included

- Coordination and assistance with all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.
- Management of the guest list
- Assistance with event design, theme and décor concept development that is done or purchased without the use of a vendor.
- Décor personalized to the couple including place cards, champagne flutes, toasting glasses, ceremony programs, ceremony decor, reception decor, etc. that is done or purchased without the use of a vendor.
- Rehearsal Dinner planning assistance
- Bar planning assistance -- if bringing in your own bar to the venue

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