



VINING EVENTS PARTIAL PLANNING SERVICE

As a Partial Wedding Planning my role includes:

- Initial consultation face-to-face meeting (mileage included) if within 50 miles of Berthoud. If distance is further, mileage not included or a phone conversation preferred. *(Complimentary 3 hours)*
- Unlimited number of consultations with you via email/phone/text upon booking. Please note: correspondence response time will be within 48 hours until 30 days before wedding which will be within 24 hours. *(Est. 40 hours)*
- The following face-to-face consultations if Bride and Groom would like: *(Est. 3 hours each)* 12 month, 9 month, 6 month, 3 month, 30 days before
- Vendor Consultation *(Est. 5-10 hours)*
 - o Vendor Recommendations, Reviewing vendor contracts, Expectations of services
- Budget consultation *(Est. 5 hours)*
- Wedding To-Do Timeline to include recommended times to have tasks completed by. *(Est. 1 hour)*
- Development of Wedding Sidekick (an overview of wedding day to include: vendor contact information, detailed wedding timeline, floor plan, decorations, and the vision for the day) for you and your contracted vendors. *(Est. 8 hours)*
- Attend final onsite vendor meeting (mileage included). *(Est. 3 hours)*
- Follow up telephone calls/emails to all contracted vendors 1-2 weeks before wedding day to confirm final guest numbers and timeline. *(Est. 6 hours)*
- Final week touch base with client. *(Est. 2 hours)*
- On site Wedding rehearsal supervision *(2 hours maximum)*.
- Complete Wedding Day Coordination. Day of coordinator duties include:
 - o Unlimited onsite hours for coordination and supervision at the ceremony site and during the reception on the day of your wedding. *(Est. 14 hours)*
 - o Wedding party & guest coordination/management
 - o Manage ceremony & reception set-up details (guest book, escort cards, favors, menus, etc.)
 - o Meet & greet all contracted vendors
 - o Direct wedding party entrance at ceremony & reception
 - o Follow reception timeline (cake cutting, first dances, etc...)
 - o Ceremony & reception "breakdown"- assure gifts, personal belongings, cake top, flowers, leftovers, etc... end up in the correct place.
 - o Hand out final payment & gratuities at wedding reception

Your wedding investment for Vining Events services average \$1500