



FLAWLESS WEDDING  
PLANNING & DESIGN

[WWW.FLAWLESSWEDDINGSANDEVENTS.NET](http://WWW.FLAWLESSWEDDINGSANDEVENTS.NET)

## **FLAWLESS WEDDING PLANNING & DESIGN:**

This package is designed for couples who desire a stress-free wedding planning experience. We offer professional guidance and planning with every detail from inception to completion. We handle **EVERY** detail to help bring your vision to life. With our expertise, we will design the wedding of your dreams.

### **PACKAGE INCLUDES:**

#### **LOGISTICAL DETAILS & PLANNING PROCESS**

- Initial consultation: wedding analysis, budget, and package plan outline
- A FWE planner is available via email or phone throughout the planning process
- Detailed checklist to keep you on track
- Venue walkthrough: design floor plan and decor concept
- Design Stylist to assist you with color combinations, theme, and design concept
- Placing rental orders: including but not limited to chairs, linens, draping, lounge furniture, dance floor, gobo, specialty china, glassware, flatware, props, etc.
- Attending menu selection/banquet setup meeting and reviewing BEO (Banquet Event Order) provided by the catering/venue manager
- Researching hotel accommodations and group room blocks

#### **VENDOR ASSISTANCE:**

- Provide referrals for venues, catering, wedding gown boutiques, tuxedos (custom and retail), officiant, photography, florist, DJ, entertainment, rental companies, transportation, etc.
- Assistance with selection of band, disc jockey, or any other form of entertainment
- Scheduling and attending meetings with vendors based on client's needs
- Reviewing proposals and terms of final contracts
- Creating and distributing custom timelines to all vendors
- Confirming all vendor orders and quantities of rental items
- Communicating vendor arrival times and venue procedures (i.e., unloading, set up, and strike)

## **FLAWLESS WEDDING PLANNING & DESIGN continues:**

### **DETAILS:**

- Access to our Aisle Planner software
- Assistance with guest correspondence (save the dates, wedding invites, thank you cards)
- Assistance with the selection of favors, gifts and welcome baskets
- Assistance with RSVP's and seating chart
- Assistance with Marriage License information

### **REHEARSAL** (up to 2 hours the day before event)

- Assist officiant and coordinate ceremony rehearsal with bridal party and family

### **DAY OF EVENT** (including but not limited to 10 hours)

- Provide up to 2 event specialists to assist the lead coordinator for onsite coordination and management of entire wedding
- Meet vendors at the venue and receive deliveries
- Manage banquet staff with set up and compliance of floor plans
- Assist with set up (seating cards, menus, favors, guestbook, gifts, etc.)
- Direct ushers regarding seating and program distribution
- Ensure all the finishing touches are completed and vendors have provided services outlined in their contracts
- Coordinate ceremony logistics with officiant
- Confirm songs, timing and cues with band/DJ for ceremony & reception formalities
- Attend sound check with band musicians or DJ
- Pack gifts and specialty items
- Handle final payments and gratuities to vendors
- Have "wedding emergency kit" on hand