



Danae + Alex

Love

FULL-SERVICE  
WEDDING PACKAGE

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

## FLAWLESS FULL-SERVICE PACKAGE:

The package is designed for couples who desire a stress-free wedding planning experience. It offers professional guidance and planning with every detail from inception to completion. With your vision and 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: available via email or phone throughout the planning process
- Venue walkthrough: design floor plan, and decor concept
- Design Stylist: 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 set up meeting and reviewing BEO (Banquet Event Order) provided by the catering/venue manager
- Researching hotel accommodations and group room blocks

#### VENDOR ASSISTANCE:

- Providing 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 timeline 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 FULL-SERVICE PACKAGE continues:

### DETAILS:

- 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