

A bride in a white gown and veil is shown in profile, smiling and holding a large bouquet of white and pink roses. She is standing in a bright room with large, multi-paned windows. A chandelier with three lit bulbs is visible in the background. The overall atmosphere is warm and elegant.

Love

PARTIAL WEDDING
PLANNING PACKAGE

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FLAWLESS PARTIAL PACKAGE:

The package is designed for the couple who has begun the wedding planning process but requires assistance with completing and executing their vision. We will provide professional guidance, organization of details and day of coordination.

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
- Assistance with completing the wedding planning process and design concept that the couple has created
- Venue walkthrough
- Design floor plan (layout)

VENDOR ASSISTANCE- (but not limited to)

- Providing referrals for rental companies, Disk Jockeys, Bands, Entertainment, photography, videography, florist, wedding gown boutiques, tuxedos, (custom and retail), officiant, transportation, hair and make-up artists, etc.
- Contacting vendors 2 months prior to wedding date for an introduction
- Reviewing and proofing BEO (banquet event order) provided by the catering/venue manager
- 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 PARTIAL PACKAGE continues:

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 8 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