



U Deserve An Awesome Day

The Best Platinum Wedding Package

\$3,000

This package is designed for the bride and groom whose life is simply too busy to handle the hours and hours of planning that weddings require or for that couple who has no idea where to begin. We are there for you from beginning til you say "I DO". Sit back, relax and allow us to handle all the work exactly as if you had done it yourself.

- *Free Unlimited Consultation and advice via face-to-face and telephone, and unlimited e-mail. The following are the in-person and telephone meetings included in this package:*
 - *Monthly, planning meetings (Initial planning, progress meetings, final preparation) (in-person) – 1 hour/each*
 - *Bi-weekly, telephone touch base meeting (in between the monthly meetings) – 30 mins/each*
 - *Budget preparation meeting (in-person) – 1.5 hours*
 - *Design meetings (select color scheme/theme/style that reflects the desires of the client) (in-person) – 3 hours*
 - *Stationary preparation meeting (invitation wording, menus, programs, etc.) (in-person) – 1.5 hours*
 - *Ceremony and Reception planning meeting (cover service, music, etc.) (in-person) – 1.5 hours*
- *Vendor recommendations (includes reviewing contracts to ensure that they are in the best interest of the clients) for all vendors including: Wedding site(s), caterers, photographers, videographers, florist, musicians, officiants, transportation, etc...*
- *DJ included*
- *Serve as primary contact to all vendors after booking has occurred.*
- *Prepare calendar of payments and deadlines.*
- *Attend meetings with selected wedding site, caterer, florist, photographer, and rental companies.*
- *Bridal Bible designed by me which includes: Our initial meeting, Why Hire a Wedding Planner; FAQ; bridal party responsibility; floral checklist; party theme ideas; how to obtain your marriage license; wedding registry ideas and BIO.*
- *Finalize all details of wedding arrangements one week prior to wedding.*



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- *Assistance with selection of wedding stationary (including save the dates, invitations, etc.) on-line store. **Invitations included with the package up to 100.***
- *Arrange room blocks for all out of town guests.*
- *Accompany bride and groom to choose attire for the wedding.*
- *Confirm details of service with vendors by phone and letters.*
- *Wedding Rehearsal*
 - *Wedding Consultant will attend for one hour.*
 - *Direct rehearsal flow, advice, coordinate and suggest ceremony details.*
 - *Discuss who will be responsible for rings and other ceremony duties. Discuss who will perform each task at ceremony, and lineup of wedding party.*
 - *Transport items from rehearsal to wedding.*
- *Wedding Day – Two (2) Wedding Coordinators*
 - *Wedding Consultant will attend/arrive 5 hours prior to wedding.*
 - *Direct Wedding Ceremony.*
 - *Meet vendors at site for deliveries and setup.*
 - *Main point of contact for vendors.*
 - *Assist with Ceremony design and setup.*
 - *Ensure décor (except lighting) is set according to plan.*
 - *Setup ceremony décor.*
 - *Transport items from ceremony to reception.*
 - *Direct processional and recessional, cue musician (s) and other participants (e.g. readers) in ceremony; direct caterer and musicians; direct wedding party introductions, toasts, cake cutting, special dances, bouquet/garter toss, and/or any other reception activities; ensure that gifts and personal items are assigned to a trustworthy person as directed by client. MC unless DJ is doing this.*
 - *Distribute any remaining payments to vendors as needed. **Preferred paid in advance.***
 - *Pin flowers on family and attendants, distribute bouquets and oversee all other floral placements.*
 - *Bustle bridal gown for reception, if needed.*
 - *Ensure timeline is followed according to plan.*
 - *Coordinate with officiant.*
 - *Confirm possession of rings prior to ceremony.*
 - *Instruct Ushers on family seating and timing.*



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- *Handle any discrepancies, last minute details, bridal party issues, or tardy vendors as needed.*
- **Reception**
 - *Oversee reception setup and teardown.*
 - *Review reception schedule with venue.*
 - *Set-up items as needed: toasting glasses, cake cutter, guest book, place cards, photo's, favors, etc.*
 - *Layout all place cards, table number and favors.*
 - *Greet guests at reception and offer any necessary direction or instructions.*
 - *Coordinate bridal party entry and lineup for announcements at reception.*
 - *Maintain and coordinate the agenda and timeline of the evening (toast, first dance, cake cutting, bouquet toss, etc.)*
 - *Provide bride and groom VIP services.*
 - *Cue bride and groom, bridal party and parents for special events.*
 - *Coordination of grand exit,*
 - *Deliver final payments and tips to vendors. **Preferred paid before** unless it's for DJ or tips for transportation services.*
 - *Arrange for gifts and ceremony/reception items to be moved from reception to designated car.*
- *Wedding Emergency Day Kit.*
- ***Gift Basket Full of Goodies***
- ***A La Carte Services are available at an additional cost.***

****** Please note with any Day-Of- Coordination, any wedding held at a Community Center, Winery, Historic Property, or Private Property (any location that does not have staff included as part of your rental), you will be asked as part of your contract to determine 4 to 6 volunteers that can assist the day of the ceremony or reception to assist with set-up. If you have a caterer that will assist with setting up all the tables and chairs as part of your contract and location staff that will set up chairs for the ceremony, this requirement may not be necessary. If you do not have volunteers that can assist, additional charges may apply to hire a crew to help set-up. The number of staff will be determined about a month before the event when schedules and floor plans are developed and are billed in addition to any of the above contracts.***