



U Deserve An Awesome Day

The Best Wedding Package Starts at \$3,500

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, 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) – 1hour/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, DJ's, transportation, etc...
- 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
- Serve as primary contact to all vendors after booking has occurred.
- Prepare a calendar of payments and deadlines.
- Attend meetings with the selected wedding site, caterer, florist, photographer, and rental companies.
- Finalize all details of wedding arrangements one (1) week prior to the wedding.



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- Assistance with selection of wedding stationary (including save the dates, invitations, etc.) on-line store.
- Arrange room blocks for all out-of-town guests.
- Accompany the bride and groom to choose attire for the wedding.
- Confirm details of service with vendors by phone and letters.
- **Wedding Rehearsal (if applicable)**
 - A 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 the ceremony, and the lineup of the wedding party.
- **Wedding Day – Two (2) Wedding Coordinators**
 - A Wedding Coordinator will attend/arrive 3 hours prior to the wedding.
 - Direct Wedding Ceremony.
 - Meet vendors at site for deliveries and setup.
 - Main point of contact for vendors.
 - Ensure décor (except lighting) is set according to plan.
 - 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.
 - 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 the timeline is followed according to plan.
 - Coordinate with officiant.
 - Confirm possession of rings prior to ceremony.
 - Instruct Ushers on family seating and timing.
 - Handle any discrepancies, last minute details, bridal party issues, or tardy vendors as needed.



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- Reception
 - Review reception schedule with DJ, venue and or caterer.
 - Set-up items as needed: toasting glasses, cake cutter, guest book, place cards, photo's, and favor's.
 - Layout all place cards, table number and favors, only if the venue does not do this.
 - Greet guests at reception and offer any necessary direction or instructions.
 - Coordinate bridal party entry and lineup for announcements at reception.
 - MC unless this service will be provided by the DJ.
 - Maintain and coordinate the agenda and timeline of the evening (toast, first dance, cake cutting, bouquet toss, etc.)
 - Cue bride and groom, bridal party and parents for special events.
 - Coordination of grand exit (if applicable).
 - Deliver any tips to vendors on the day of, put tips in an envelope with their names on it.
 - Arrange for gifts and ceremony/reception items to be moved from reception to designated car. (This should be someone you trust mom, dad)
 - Wedding Emergency Day Kit.

Day of Coordination (Starting at \$1000)

This starts three (3) to six (6) weeks before your wedding, **usually immediately**. The few weeks to a month before your wedding are the most stressful time of all, especially if you are trying to figure out who will take care of all the logistics on the "Day Of". You might have thought you or a family member could but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day. If you have all your plans in place but need someone there on the "Day of" to oversee all your vendors, yourself, your timeline, and the wedding party; our team is designed to help you. We will set up a meeting to discuss your plans your bridal party, and a list of all your vendors. We are available to confirm your vendors and make sure last-minute payments are made to your vendors. On the day of your wedding, we will make sure all vendors show up on time and we will guide them where to go. **This package includes all items listed above starting at the wedding rehearsal.**



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***** 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 four (4) to six (6) volunteers that can assist the day of the ceremony or reception 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.**

***** A La Carte Services are available at an additional cost*****