

SCOPE

SERVICES GUIDE

FULL SERVICE
PLANNING & DESIGN
\$ 5 , 0 0 0



EVENT OVERALL DESIGN PLAN TO CREATE A VISION YOU LOVE
LAYOUT DEVELOPMENT BASED ON EVENT FLOW, SIZE, & ELEMENTS
INCORPORATION OF PERSONAL TOUCHES & MEMORABLE ENHANCEMENTS

VENUE & VENDOR MANAGEMENT, SITE ARRANGEMENT,
PROPOSAL NEGOTIATION, & PLANNING MEDIATION

ASSISTANCE WITH CULINARY & BAR SERVICE SELECTION
INCLUDING MEAL & CAKE TASTING MEETING SETUP
UNDERSTANDING OF PRESENTATION, PORTIONS, BANQUET STANDARDS
CAKE DESIGN & TABLESCAPE CREATION
DETERMINE STAFFING EXPECTATION

COLLECTION OF PROPOSALS TO CREATE A WORKING COST ESTIMATE
INCLUDING BUILDING & TRACKING BUDGET & DEPOSITS
PAYMENT SCHEDULES & DEADLINE DATES

GUEST COUNT & LIST GUIDANCE
FIELDING SPECIAL REQUESTS FOR
DIETARY RESTRICTIONS, MOBILITY, CHILDREN, & VENDOR

CREATION OF CUSTOM WEDDING PORTAL WITH ALL DOCUMENTS & LINKS
TO VENDOR INFORMATION CONTRACTED & IN CONSIDERATION

ALL SERVICE LISTED IN WEDDING MANAGEMENT (NEXT PAGE) INCLUDED

REHEARSAL DINNER & BRUNCH PLANNING AVAILABLE FOR ADDITION UPGRADE



WEDDING EVENT MANAGEMENT

\$ 3 , 0 0 0

CONTACT VENDOR LIST PRIOR TO THE DAY OF
ESTABLISH CONTACT FOR ANY VENUE/CULINARY REQUIREMENTS
LOAD IN & OUT DISCUSSION TO ENSURE THEIR SERVICES ARE BASED ON
YOUR VISION & LAYOUT AT OUR INITIAL & FINAL WALK THROUGH

ASSISTANCE BUILDING ORDER OF SERVICE, PROCESSIONAL, & TIMELINE
EXECUTING DAY OF EVENT (TYPICALLY 12+ HOURS)
ONSITE FOR CEREMONY REHEARSAL COORDINATION

GENERAL PROBLEM SOLVING SUCH AS
DETERMINING WEATHER BACKUP PLANS, LATE ADDITIONS, & ROOM FLIPS

MANAGEMENT OF PERSONAL OR DIY ITEMS SUCH AS:
ESCORT CARDS, SEATING CHART, SIGNING BOOK, CAKE KNIVES, FLUTES,
TOPPERS, GIFT CARD BOX, OTHER GIFTS, DIRECTIONAL SIGNAGE,
MENUS, PROGRAMS, MARRIAGE LICENSE, TIPS, & MORE

COORDINATION OF TRANSPORTATION & GUEST ARRIVAL TO & FROM
WEDDING VENUE

GENERAL COUPLE, WEDDING PARTY, FAMILY, & GUEST ASSISTANCE
INCLUDING APPLICATION OF CORSAGES, BOUTINEERS, BUSTLING DRESSES

COORDINATE LOADING & INVENTORY OF PERSONAL ITEMS & GIFTS
WRAPPING UP ANY VENDOR/VENUE NEEDS AT END OF EVENT

BASIC DAY OF TOOL KIT ONSITE

OFFSITE PICKUP & DROPS HOURS AVAILABLE FOR ADDITIONAL UPGRADE