



Vanessa Domenech Events

310-923.5677

www.vanessadomenechevents.com

IG: VanessaDomenechEvents

Born in Spain, Vanessa is a bi-lingual Wedding & Event Planner based in Los Angeles; serving all Southern California, Spain & Hawaii.

We provide a top quality service with experience in South Asian, Persian, Jewish, Traditional, Multicultural and LGBT weddings with an exceptional understanding of ethnic ceremonies

	EVENT MANAGEMENT	PARTIAL PLANNING	FULL SERVICE
PRE-PLANNING SERVICES			
Unlimited email/phone calls 10am - 8:30pm	✓	✓	✓
Venue Walk-through to discuss final details	1	2	2
In person meetings	2	Up to 4	Up to 10
Create Event/Wedding Timeline	✓	✓	✓
Create Master Event Check List	✓	✓	✓
Coordinate Wedding Rehearsal	✓	✓	✓
Review Contracts	✓	✓	✓
Vendors Coordination	—	✓	✓
Vendors Research	—	Up to 3	All vendors needed
Budget Breakdown & Management	—	—	✓
Vendors Payments Reminder	—	—	✓
Venue Research	—	—	✓
Schedule Vendors Appointments	—	—	✓
Contracts Negotiations	—	—	✓
Calendar of To Do Tasks	—	—	✓
Guidance with Design & Decor	—	—	✓
RSVP Coordination	—	—	✓

	EVENT MANAGEMENT	PARTIAL PLANNING	FULL SERVICE
EVENT/WEDDING DAY SERVICES			
Coordinators	2	Up to 3	Up to 4
Hours on event/wedding day	10	12	15 - 20

All of our Packages include the following Services:

- Vanessa and her team on the wedding/event day
- During formal pictures on of the coordinators (Bridal Attendant) will remain with you for all your personal needs (lipstick touch ups, water etc.)
- Distribution of programs to guests upon arrival to ceremony site
- Greet and coordinate guests upon arrival to ceremony and reception
- Supervising venue decoration: lighting, centerpieces, table's set up, DJ, cocktail area etc.
- Oversee set up of ceremony, cocktail and reception and help with any unexpected situations that may occur during events.
- Supervise that floral arrangements are transferred to reception site **by your florist**
- Manage wedding day schedule and making sure everything runs smooth.
- Greet and coordinate vendors upon arrival
- Planner and/or assistants will direct guests and cue services for ceremony, cocktail and reception
- Planner or assistants will place table numbers, escort cards, gift box, guess book, favors, pictures etc..
- Included in the duties of the assistants, we will provide a greeter at the gift table to welcome guests, assist with receiving gifts and direct them to various areas for cocktail, ceremony and reception.
- Coordinate with vendors on the wedding day and answer any questions they may have
- Serve as person of contact for guests, vendors and family members for any questions that may arise.
- Ensure that you and the bridal party have hors d'oeuvres during pictures if available
- Gather and line-up wedding party and work with DJ/Emcee to coordinate Grand Entrance, First Dance, Speeches, Father/Daughter, Mother/Son and Cake Cutting.
- Assists guests with any special needs they may have during dinner
- Distribute vendor's final payments and gratuities as directed
- At the conclusion of the event, all wedding ceremony items, reception accessories and gifts are noted and signed off as received by responsible party and placed the designated car or suite for distribution to wedding couple and/or family.
- Supply a First Aid Emergency Kit