



2023 ~ 2024 Wedding Planning Packages

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www.TheWedding-Project.com

Full Wedding Package

- Initial client consultation 10 to 12 months prior to the wedding – understanding your vision, style, design and preferences
- Unlimited communications – email, phone and scheduled meetings
- Comprehensive budget projection
- Venue selection
- Selection and acquisition of all vendors – Catering, Décor & Floral, Entertainment, Photography & Videography, Sound & Lighting, Rentals, Bakery/Cake, Transportation, Stationery, and more.
- Vendor contract review and negotiations
- Event Theme, Design & Decor – in collaboration with Event Decorator
- Floor plan creation
- Development of itinerary
- Walkthrough of selected sites with client and key vendors
- Collection of key wedding items such as guest book, toasting glasses, cake topper, programs, favors and photographs before the wedding day

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The 'Day of' Logistics

- Manage all logistical aspects and wedding day execution
- Confirm arrival of vendors and direct to proper location
- Supervise and confirm correct setup
- Setup of personal items: photos, props, signs, favors, programs
- Coordination of family photos and bridal party photos
- Direction of the wedding party and family during ceremony and reception (when to walk down the aisle, how to line up for grand entrance, etc).
- Queue music, entrances, toasts, speeches and dances
- On-hand availability to handle any unexpected situation

Partial Wedding Planning

- Initial client consultation 6 months prior to the wedding – understanding your vision, style, design and preferences + Budget review and cost projection for key vendors
- Unlimited communications – email, phone and scheduled meetings
- Selection and procurement of remaining vendors (décor, entertainment, photography, videography, rentals, cake, transportation, stationery, and other accent vendors.)
- Review of event theme and design
- Development of itinerary
- Floor plan creation
- Walk-through of selected sites with client and key vendors
- Collection of key wedding items such as guest book, toasting glasses, cake topper, programs, favors and photographs before the wedding day

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The 'Day of' Logistics

- Manage all logistical aspects and wedding day execution
- Confirm arrival of vendors and direct to proper location
- Supervise and confirm correct setup
- Setup of personal items: photos, props, signs, favors, programs
- Coordination of family photos and bridal party photos
- Direction of the wedding party and family during ceremony and reception (when to walk down the aisle, how to line up for grand entrance, etc).
- Queue music, entrances, toasts, speeches and dances
- On-hand availability to handle any unexpected situation

Month of Coordination

- Client consultation 5 weeks prior to the wedding to cover step-by-step details
- Unlimited communications – email and phone begins 4 weeks prior
- Development of master Itinerary / Timeline
- Development of master Floor plan
- Walkthrough of selected sites with client and key vendors
- Collection of key wedding items such as guest book, toasting glasses, cake topper, programs, favors and photographs before the wedding day



The 'Day of' Logistics

- Manage all logistical aspects and wedding day execution
- Confirm arrival of vendors and direct to proper location
- Supervise and confirm correct setup
- Setup of personal items: photos, props, signs, favors, programs
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