



Wedding Planning | One Stop Shop

@THEWEDDING\_PROJECT\_

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[www.TheWedding-Project.com](http://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
- Venue Selection
- Comprehensive budget projection
- Selection and acquisition of all vendors – Bakery/Cake, Catering, Décor & Floral, Entertainment, Photography & Videography, Sound & Lighting, Rentals, Transportation, Invitations
- All Vendor contract review and negotiations
- Event Branding – graphics/couple marketing
- 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 to 8 months prior to the wedding – understanding your vision, style, design and preferences
- Unlimited communications – email, phone and scheduled meetings
- Budget review and cost projection for vendors
- Selection and procurement of remaining vendors
- Review of event theme, design and décor
- Development of itinerary
- Event Branding – graphics/couple marketing
- 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 4-6 weeks prior to the wedding to cover step-by-step details
- Unlimited communications – email and phone
- 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



## The 'Day of' Logistics

- Manage all logistical aspects and wedding day execution
- Confirm arrival of vendors and direct to proper location
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- Queue music, entrances, toasts, speeches and dances
- On-hand availability to handle any unexpected situation