



Full Service Planner (\$3,700)

Free Initial Consultation

Up to 15 months of planning

Wedding Planning Website Program

- Budget Planning / Tracking
- Calendar
- Design Studio
- Guest Contact Sheet
- Guest RSVP Tracking
- Layout Rendering/ Floor Plan
- Seating Charts
- Vendor Contact Sheet
- Wedding Check List
- Wedding Timeline
- Wedding Website

Venue Planning and Management

- Venue Selection
- Attend up to 3 “potential” Venue Site Visits
- Attend 2 site visits of final venue selection
 - Layout and design consultation at venue
- Review all vendor contracts
- Provide vendor recommendations for the following:
 - Caterer, Cake Designer, Florist, Photographer, Videographer, Party Rentals, Stationary Specialty Item Research, Entertainment , Audio/ Visual Selection, Hair and Make Up
- Point of contact with the ceremony venue, reception venue and all vendors
- Contact and confirm all hired vendors and send timelines to each one

Miscellaneous

- Hotel Room Blocking
- Transportation Booking
- Rehearsal Coordination up to 1.5 hours
- 4 Vendor appointments (catering tasting, florist, cake tasting and party rental)

Day of Coordinator

- Manage operations, logistics and timeline
- Point of contact with the ceremony venue, reception venue and all vendors
- Ceremony: Coordination of processional, recessional and audio
- Reception: On site for set up and break down
 - Set up and personal belonging, signage, Etc.
- Grand entrance/departure coordination
- Distribute final payments and gratuities to vendors (Paid by Client)
- Packing up of decor and personal items (Ensuring gifts and cards go into designated vehicles)
- 1 Assistant included

Addition Services

- Rehearsal Dinner Planning - \$450
- Additional Assistant - \$250
- Drop off Welcome bags to hotel 2 days prior - \$100