



# Partial Planner (\$4,000)

## Free Initial Consultation

## Up to 6 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

- Attend 2 site visits of final venue selection
- Layout and design consultation at venue
- Review all vendor contracts
- Provide vendor recommendations for remaining vendors
- Contact and confirm all hired vendors and manage their timelines
- Point of contact with the ceremony venue, reception venue and all vendors the day of the wedding

### Miscellaneous

- Hotel Room Blocking
- Transportation Booking
- Rehearsal Coordination up to 1.5 hours
- Attend 4 Vendor appointments

### Day of Coordinator

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

### Addition Services

- Rehearsal Dinner Planning - \$450
- Assistant - \$250
- Drop off Welcome Bags to hotel 1-2 days prior - \$100