



## Packages & Services

### Full-Planning Package

*All Items from the Partial Planning Package Plus:*

- Direct email and phone communication at time of booking.
- Four Dedicated Planning Meetings beginning 6+ months from event:
  - o Six+ Months Before – Discuss Key Vendors & Décor Details
  - o Three Months Before – Ceremony & Reception Timeline Planning and Floor Plan Design
  - o 30- Day Walkthrough – Finalize Day-Of, Timeline & Floor Plan Details
- Second Day-Of Bridal Assistant available for:
  - o Keeping the Bridal Party & Photography on Schedule
  - o Keeping the Bridal Suite stocked & tidy throughout the day & Delivering food and drinks during cocktail hour.
  - o Dress Bustling
  - o Load-In & Set-Up of Personal Items
  - o Placement of Décor. (Décor must be approved before hand and be prepared in advance for the assistant to set-up.)
- Attend to Couple, Wedding Party and Immediate Family's needs on the day of the wedding.

### Partial Planning Package

*All items from the Month of Package Plus:*

- Direct email and phone communication with your assigned coordinator beginning 3 months prior to wedding date.
- Three dedicated planning meetings:
  - o Six to Nine Months Before – Design and Theme Planning
  - o Three-Months Before – Ceremony & Reception Timeline Planning
  - o 30 Days Before – Finalize all Day-Of, Timeline & Floor Plan Details
- Attend to Couple and immediate family needs on the day-of wedding.
- Set up of pre-wedding food and beverage in grooms' den & bridal suite. (Client must provide food and/or schedule a delivery).
- Full Vendor communication with each vendor including logistics, arrival, vendor meal needs and timeline for event.
- Preferred Vendor List to be provided.
- Assistance with payment reminders for vendors and important dates.
- Invitation and Program researching and design assistance.

### **Month of Wedding Coordination Package**

- Direct email and phone communication beginning 6-8 weeks prior to event
- Up to (2) dedicated planning meetings, including the final walk-through 30 days before the event to finalize the timeline, floorplan and vendor contact form.
- Up to 10 hours of On-Site Wedding Day Coordination plus Ceremony Rehearsal Time
- Arrival time is subject to ceremony start time and will be confirmed on wedding day timeline
- A detailed timeline and contact sheet for the entire wedding day incorporating vendors and their responsibilities.
- Coordination of the Ceremony Timeline
- Direction and Coordination of the Ceremony Rehearsal at Venue – (Rehearsal times are based upon availability at the venue. Rehearsals should be confirmed with venue 2-3 months out from event date.)
- Attend to Couple's needs on the day of the wedding.
- Coordination of Wedding Party Introductions, Specialty Dances, Toasts, Cake Cutting, Bouquet and/or Garter Toss & Sendoff.
- Placement of table numbers, programs, signage, etc. (All incoming items must be completely prepared prior to drop-off)
- Distribution of payments or gratuity to vendors as requested. (Please label in individual envelopes)
- Assist family with gathering cards, gifts, remaining favors, and personal décor.
- Organization of the Couple's Send Off with guests – hand out send-off fanfare, coordination with a Get-Away driver and load couple's personal items in the Get-Away Car.
- Have Emergency Wedding Day Kit available
- Vendor communication with each vendor to confirm arrival and timeline for the event.
- Unlimited email & phone consultations

### **A La Carte**

Second Planner: (Full-Planning Only) \_\_\_\_\_

Venue Booking Assistance: \_\_\_\_\_

Vendor Booking Assistance: \_\_\_\_\_

Theme Design Assistance: \_\_\_\_\_

Rehearsal Dinner Coordination: \_\_\_\_\_

Bridal Shower/Luncheon Coordination: \_\_\_\_\_

Room Block Contract Assistance and Management: \_\_\_\_\_

Invitation Assistance: \_\_\_\_\_

Program Assistance: \_\_\_\_\_

Wax Seal (each): \_\_\_\_\_

### **Extras:**

Additional Team Member for Local Weddings: \_\_\_\_\_

Additional Team Member for out-of-town Weddings: \_\_\_\_\_

*\*Additional fees such as, fuel, rooming, and meals will be added for out-of-town weddings.*