



www.willownorthevents.com

Full Wedding Planning Package

Are you just starting to think about planning your wedding? Where do you even start? Why not keep your excitement going and leave the planning and hard work to us!

With the full planning package, we will be by your side supporting you from the minute you get engaged to the day you say, "I Do".

The Full Planning Package Includes:

- Initial consultation with the couple
- Unlimited phone and e-mail consultations
- Assistance in finding and booking a venue for your ceremony and reception
- Assistance with booking all vendors
- Scheduling and attending all vendor meetings/negotiations with vendors
- Organizing all vendor contracts
- Assistance in choosing a style/theme for the wedding
- Creating a personalized vision board based on your chosen theme/concept
- Budget creation and tracking
- Creation of day-of wedding timeline/checklist and tracking
- Assistance with Save the Dates and Wedding Invitations
- Bridal dress bookings and management
- Mapping a seating chart
- Venue walk through
- Working with you and your selected caterer to create a menu and drinks selection
- Scheduling and attending food tastings
- Assistance with wedding/engagement photoshoot scheduling with the photographer
- Assistance booking bridal party and guest transportation
- Collecting RSVP's and updating seating arrangements/guest list accordingly
- Assistance with guest signing book/board
- Assistance booking hotel accommodations for the couple and guests
- Reviewing day-of timeline with the couple and their vendors
- Monthly check in meetings up to 2 months before the wedding day
- Biweekly check in meetings 2 months before the wedding day
- Coordinating the wedding rehearsal

- Revising all final changes of the day-of timeline and providing all vendors with the final timeline a week and then a day before the wedding

Day of The Wedding:

- Full day of onsite assistance during ceremony, cocktail hour and the reception.
- Guest Management: Directing the flow from venue to venue/room to room or event to event.
- Vendor Management: Coordinating and assisting with set up and tear down, deliveries, permits and licenses and vendor requirements
- Ensuring things are running smoothly and according to the schedule
- Onsite set up of small décor items such as guest book, signing pens, photographs, favours, place cards etc.
- Coordinating wedding day photos of the couple, the wedding party and family shots
- Coordinating with the DJ and MC throughout the ceremony and reception to make sure speeches/entertainment run smoothly and on time
- Delivery of all final payments to all vendors
- Access to complimentary wedding day emergency kit

Investment starting at \$3,900

All of our packages are customizable. If you would like to adjust any of these services, please let us know! We are happy to work with you to create an estimate that suits your individual needs.