



**Partial Planning Service:
The Foundation Package: \$4,500**

Specific Services Provided:

Meet Bride with the following schedule:

- 1st Meeting: After signing of the contract
 - Organizational Meeting
 - Prioritize Vendors
 - Allocate your budget
 - Discuss wedding expectations and vision
 - Discuss vendors needed
 - Receive any signed contracts with vendors that are already established
 - 2nd Meeting: Six months prior to wedding date
 - Help bride select stationery for stationery books
 - 3rd Meeting: Three months prior to wedding date
 - Discuss ceremony and reception structure
 - Discuss ceremony music
 - Discuss selection of ceremony programs & wording of program if needed
 - Provide information on obtaining marriage license
 - 4th Meeting: Attend final wrap up meeting at reception site
- Attend final wrap up meeting with vendors
- 5th Meeting: Two weeks before your wedding date (Final wrap up meeting)

Pre-Wedding Tasks

After 1st Meeting:

- Review signed contracts, assess arrangements made and identify and deficiencies
- Provide bride with list of qualified and proven vendors via email
- Prepare budget
- Provide wedding party details

Bride will receive the following via email:

- Etiquette on who pays for what
- Instructions on the proper way to address your wedding stationery
- Monthly calendar of "To Do Wedding Tasks" so decisions are made in orderly manner
- Provide wedding day timeline

- Notification of upcoming payments due to vendors
- Updates to your budget
- Create a comprehensive pre-ceremony, ceremony and reception itinerary
- Contact bride's wedding professionals
 - 1st Contact: Introduction
 - 2nd Contact: Review specifics regarding the wedding
 - 3rd Contact: Provide ceremony and reception itinerary
 - 4th Contact: Confirm all details the week of the wedding
- Provide answers to questions via email during wedding planning process
- Discuss favors for reception and provide suggestions
- Provide decor and discuss other wedding accessories needed
- Attend rehearsal (1 1/2 hours of time at the ceremony site)
- Direct Rehearsal if allowed by the minister and/or church (will coordinate this or assist them during the rehearsal)
- Additional staff required for guests of 100 or more @ \$25 per hour.

Wedding Day:

- Meet industry professionals at ceremony and reception site with their deliveries, and for the set up
- Execute all wedding plans and details with vendors
- Oversee and coordinate wedding ceremony details
- Take care of any last-minute details that might arise
- Pin flowers on attendants and distribute bouquets
- Distribute any remaining payments to industry professionals (if not previously paid)
- Distribute tossing items to guests for the bride and groom grand exit
- Supervise reception and coordinate details for reception
- Supervise loading of gifts into designated car, and boxing of cake topper and leftover cake to be sent with bride and groom
- Handle any emergencies that may arise