



Full Production Planning Service:

The Purpose Package: \$7,000

Specific Services Provided:

Meet with Bride on the following schedule:

- 1st Meeting: After the 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
 - Discuss how to make your guest list
 - Provide instructions on the proper way to address your wedding stationery
- 2nd Meeting:
 - Discuss prepared budget
 - Receive personalized binder for your wedding paperwork and materials
 - Help bride select wedding stationery and Save the Date cards from stationery books
 - Help bride with wording of invitation
- 3rd Meeting: Three Months prior to your 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
- 5th Meeting: Attend final wrap up meeting with DJ
- 6th Meeting: Attend final wrap up meeting with florist
- 7th Meeting: Two weeks before wedding date (Final wrap up meeting with bride)

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
- Make calls to industry professionals to verify availability on your wedding date
- Set up appointments for bride to visit with vendors

Full Production Services Cont.

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
- 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: Introduce myself
 - 2nd Contact: Review specifics regarding the wedding
 - 3rd Contact: Provide ceremony and reception itinerary
 - 4th Contact: Confirm all details the week of the wedding
- Discuss specifics for "Save The Date" letter and mail (Bride provides postage)
- Discuss hotel accommodations for out of town guests & reserve room block
- Discuss locations for rehearsal dinner
- Discuss favors for reception and provide suggestions
- Discuss other wedding accessories needed
- Assemble and mail invitations (Bride responsible for postage and addressing envelopes)
- Review diagram of room set-up for ceremony and reception provided by facility
- Manage the guest list RSVP's
- Provide bride with complete master guest list
- Unlimited phone calls and email contact to discuss wedding, and answer any questions that you have during the planning process (business hours)
- Attend rehearsal (1 1/2 hours if time at the ceremony site)
- Direct rehearsal if allowed by minister and/or church (will coordinate this or assist them during the rehearsal)
- Any Additional staff required for guests 100 or more @ \$25 per hour

Wedding Day:

- Meet industry professionals at ceremony and reception site with their deliveries, and for their 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
- Supervise reception and coordinate details for reception
- Supervise loading of gifts into designated car,
- Supervise boxing of cake topper and leftover cake to be sent with bride and groom
- Handle any emergencies that may arise
- Provide emergency kit for small needs during the day