

# Celebration!

## All You Need is Love

*Full Wedding Planning Package*

### Pre-Wedding Consultations

Unlimited consultations (calls and emails are always welcome)

Up to 2 venue visits plus 1 prior to wedding visit to finalize details.

Vendor recommendations will help to coordinate meeting and review of contracts.

Attend meetings with vendors and/or service providers.

Assistance with Budget Management

Assistance in planning Honeymoon

We'll work together to gather inspiration and make sure your Wedding is everything you dreamed of

Help with the layout design of venue space

Creation of the Day Of timeline that begins with the rehearsal day and ends at end of reception

Rehearsal Day Coordination to include venue booking and Dinner reservations, as well as menu. We will also work with the officiant to choreograph wedding ceremony, processional, and recessional. Instruct bridal party of where they need to be on the wedding day and at what time.

Coordinate and secure Hotel Block for out-of-town quest

As necessary assist with transport ceremony/reception décor to necessary locations

Assist with coordinating and schedule Tuxedo or suit fittings, ensure all are picked up in a timely manner.

Assist with coordinating and schedule Bridesmaids dresses are ordered and picked up in a timely manner.

Alterations, if applicable, are scheduled and completed in a timely manner

### Pre-Ceremony Coordination

Ensure that all flowers arrive on time for the wedding party

Gather bride bridal party and immediate family for photos

Make sure the groom and groomsmen are dressed and on time

Communicate any last-minute changes to the wedding party

Contact all vendors to establish relationships

Ensure florist has delivered and set up all ceremony & reception floral arrangements

Set up programs and other ceremony items (guest book, unity candles, signs, & sendoff items)

Ensure that the ceremony musicians/DJ have arrived on time and direct them to their location

Ensure that Ushers/Groomsmen arrive on time and are ready to escort guests

Handle any last-minute emergencies that may arise

### Ceremony Coordination

Line up the bridal party for entrances down the aisle

Cue the ceremony musicians/DJ when bridal party is ready to begin processional

Gather family and bridal party for photos after the ceremony

Coordinate and ensure clean up and tear down ceremony space

### Reception coordination

Ensure proper flow of cocktail hour food and drinks

Help guests locate their tables

Encourage guests to take their seats at the appropriate time

Coordinate with Photographer for Bride and Groom photos.

Cue band/DJ when majority of guests have taken their seats and couple is ready to be announced

Cue all specialty dances and wedding events

Cue father of the bride best man and maid of honor when they are about to be introduced for toasts or dances

Know the catering service's schedule and help ensure that guests are served at the appropriate time and follow through with vendor meals

Remain easily accessible throughout the entire event to handle questions or emergencies

Collect gifts and personal décor items and ensure they reach the designated family member, room, and/or vehicle

Coordinate reception departure transportation and/or send off

Organize and ensure the clean up and tear down of the reception venue space with Vendors.

Ensure check in's for honeymoon are complete

Pricing

Full Wedding Planning up to 200 quests.....	\$1,650
Additional Guest charge for 201 to 300.....	\$ 300
Multiple Venues (Additional).....	\$ 250

Extended travel from Louisville, KY (50 miles or more) could result in additional charges.

Contact Information

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CelebrationEventPlanning



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