

{ Complete Wedding Planning }

If you are the couple that wants to make all the decisions regarding the wedding but does not have the time for the details and arrangements. The couple that needs assistance from beginning to end then this is the package for you!

Pre-wedding Day Services:

(3- months before your wedding day)

- Create a planning checklist.
- Create a detailed timeline and plans for ceremony and reception as well as layouts.
- Create a detailed schedule for vendors.
- Review vendor contracts.
- Review BEO (Banquet Event Order) provided by catering company.
- Confirmation of all vendors, services and arrival times.

Budget Management:

- Produce a detailed budget or review client's budget.
- Offer cost saving tips.
- Track budgets to ensure finances are on track.
- Payment reminders
- Create and keep final vendor payment worksheet.

Vendor Selection:

- Assistance with vendors and selection of the most professional and reliable vendors based On style, budget and availability including

officiant, photographer, photo booth, Videographer, florist, catering, bakery, entertainment, lighting, rentals, bridal salon recommendations to find your perfect gown

- Review final contracts.

Vendor Management:

- Recommend vendors based on budget style and needs.
- Schedule appointments for clients with vendors.
- Review final contracts.
- Point of contact for all vendors.

Design:

- Establish concept and theme.
- Suggest decor elements.
- Guide to ensure the wedding design all comes together from beginning to end (e.g. invitations, save the dates, floral designs and decor, menu, programs, lighting, favors, table design, linens, etc.).

Meetings: (unlimited meetings)

- Complimentary consultation
Venue walk through (2-3 months prior to your wedding)
Final meeting (2-4 weeks prior to your wedding).
- Design
- Planning meeting
- Vendor meetings
- Timeline
- Final dress fitting (to be able to help with bustle).

Venue Selection:

- Scout venues based on client's needs and budget.
- Arrange and attend venue tours.
- Finalize contracts

Guest List Management:

- Invitation assembly
- Rsvp management

Wedding Rehearsal:

- Coordinate wedding rehearsal.
- Collect any items needed to set-up for day of wedding (decor items or anything on the check list).
- Distribute wedding day itinerary to wedding party or family (location for pictures).
- Collect final payments for vendors; collect wedding day items such as marriage license, guest book, place cards, cake knife etc, toasting flutes, favors, candles, and programs.

Wedding Day Services:

- Will be at your service all day beginning with vendor arrival.
- Wedding coordination from start to finish.
- Manage the flow and timing of the entire day.
- Liaison between wedding party, families and vendors.

Ceremony:

- Distribute bouquets and pin boutonnieres.
- Direct and oversee vendors as they set up to make sure all commitments are fulfilled.
- Line up and cue wedding party for ceremony.
- Ensure wedding rings are present.
- Ensure marriage license is signed.
- Collect and distribute wedding gifts, cards, and personal items to designated person.

Reception:

- Set up all decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife & Spatula, toasting flutes, place cards, gift table).
- Direct and oversee vendors as they set up to make sure all commitments are fulfilled.
- Line up and cue bride & groom as well as the wedding party for the grand entrance.
- Work closely together with band or DJ maintaining & coordinating timeline for all events during reception.
- Cue Bride & groom for all planned events.
- Will communicate accordingly with banquet staff to ensure things are going smoothly.