

{Partial Wedding Planning Package}

If you have begun your planning, booked a venue, have a vision, but need help bringing it all together... 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, plans for the ceremony, reception, as well as lay outs.
- 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:

- Produce a detailed budget or review client's budget.
- Offer cost saving tips.

Vendors:

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

Design:

- Guide to ensure the wedding design 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:

- Consists of 6 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.
- Additional planning meetings (as needed).

Wedding Rehearsal:

- Coordinate wedding rehearsal.
- Collect any items needed to set-up for day of wedding (décor 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/spatula, toasting flutes, favors, candles, and programs.

Wedding Day Services:

- Will be at your service all day beginning with vendor arrival, complete 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 all parties have signed marriage license.
- Collect/distribute wedding gifts, cards, and personal items to designated person.

Reception:

- Set up all décor 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.

