

Partial Planning

Pre-Wedding Day

Ten (10) Client/Planner meetings. (This does not include the initial consultation)
Seven (7) Vendor meetings (as requested) for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer...
Email “check-ins” to ensure the planning is running smoothly and on track
\$300 Credit to planners decor inventory
Receive a general planning checklist
Production of a detailed Wedding Day Itinerary
Confirm arrangements; check delivery date, arrival times, etc with all vendors
Detailed timeline will be sent the week of your wedding day to all vendors for review
Confirmation of all wedding vendors
Etiquette advisement, as requested
Assistance with wording of all stationary, as requested
Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions, as requested.
Event design, theme and décor assistance, as requested
Unlimited contact via email
Food and Beverage assistance, as requested

Wedding Rehearsal

Coordinate ceremony rehearsal (1 hour)
Distribute extremely detailed wedding day itinerary to bride and groom. If and when emails are provided we can send a detailed itinerary to the bridal party and family members if desired.
Collect/Coordinate final payments and gratuities for specific vendors

Wedding Day

One lead and one assistant coordinator
Manage the flow and timing of the ceremony and reception (until cake cutting)
Act as a liaison between wedding party, family members, and vendors
Use of Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies
Distribute bouquets and pin flowers on attendants & family members
Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
Oversee set-up of the ceremony to make sure all commitments are fulfilled
Distribute final gratuities as needed
Set up all contracted ceremony décor (i.e. guest signing item, unity candles, programs, pictures, etc.)
Direct Ushers with programs and seating distribution
Line up and cue wedding party/musicians for ceremony
Collect all personal wedding items and gifts and deliver to reception site or designated person
Distribute bouquets and pin flowers on attendants & family members
Cocktail Hour & Reception (6 hours - Set Up Through Start of Teardown)
Set up contracted reception décor (i.e. favors, menus, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
Manage vendor set-up of reception and make sure all commitments are fulfilled
Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
Cue Bride and Groom for all important events
Maintain & coordinate timeline for all events during reception
Stay in communication with banquet staff to ensure things are going smoothly