



PACKAGE DETAILED OVERVIEW

		Walking Down the Aisle	Walking Down the Aisle
PLANNING PACKAGES		DAY-OF 1	DAY-OF 2
Pre-Planning			
Assistance with Event Design			
	Theme Development Décor Concept Development Décor Details personalized to the Couple (invitations, floral design, stationary,		
Creation of a Customized Budget			
	Track deposits, payments, final balances, due dates		
Bridal Wear Consultations			
	Suggestions for bridal wear according to client's style, figure, and event theme Scheduling and attendance to all fittings		
Planning & Coordination			
Customized Client Checklist & Reminders			
Client's Binder			
Pre-Screened Vendor Referrals			
	Scheduling Vendor Meetings Attendance at Vendor Meetings Contract Review and Pricing Negotiations		X*
Assistance with the Processing of Wedding Stationary			
	Addressing & Mailing Stationary Handwritten elements on placecards, escort cards, etc.		
Guest List Management			
	Assistance with Finalizing Guest List In-House RSVP Management		
Event Etiquette Advice		X	X
Marriage License Info		X	X
Name Change Assistance		X	X
Event Layout			
	Floorplan Development Ceremony Seating Plan Rehearsal Seating Plan		X X X
Transportation & Accommodations			
	Organization of transportation needs for wedding party & out-of-town guests Hotel Accommodations for wedding party & out-of-town guests Scheduling and arranging day-of transportation		
Wedding-Day Production Timeline			
Creation of a comprehensive timeline for the entire day		X	X
Ceremony Timeline		X	X
Reception Timeline		X	X
Bridal Party Itinerary			X
Transportation Schedule			X
Photography Schedule			X
Wedding Vendor Coordination			
Distribute detailed Production Timeline to Wedding Vendors		X	X
Final Confirmations with Wedding Vendors via email or telephone (1 week prior to wedding)		X	X
Communicate Final Headcount to Necessary Vendors (10 days prior to due date)		X	X
The Wedding Rehearsal			
Direct Rehearsal		X	X
Review Seating with Ushers/Necessary Individuals		X	X
Distribute Final Production Timeline		X	X
Collect Items for Wedding Day		X	X

The Wedding Day				
Lead Wedding Manager		up to 8 hrs	up to 10 hrs	
Two (2) Event Assistants		up to 6 hrs	up to 8 hrs	
One (1) Bride's Personal Assistant			up to 8 hrs	
Greet Wedding Vendors Upon Arrival (is arrival time is during coordinating hours)		X	X	
Oversee set-up of ceremony and reception area		X	X	
Coordinate Wedding vendors on timeline and special needs		X	X	
Supervise delivery and placement of flowers and rentals while on site		X	X	
Distribute personal flowers		X	X	
Provide use of Wedding Day Emergency Kit		X	X	
Distribute Final Payment and/or gratuities to wedding vendors (Vendor Payment/Gratuities Agreement Form to be Signed)		X	X	
Ensure activities are on schedule per timeline		X	X	
Additional Details				
Maximum Meeting Time (Conducting in-person or by Skype)			4 hrs	6 hrs
Emails & Brief Catch-Up Telephone Conversations (up to 10 minutes each) in addition to meeting time	Unlimited		Unlimited	
<p>*Package offers referrals only (client sets-up appointments and meets with vendors on their own) Meeting Options include, but are not limited to: Concept Meetings, Site Tours, Detail Meetings, Menu Tastings, Vendor Service Provider Meetings Additional event assistants are required for larger events (200+ guests)</p>				