



# *Partial Planning Wedding Package*

OUR PARTIAL WEDDING PLANNING IS FOR COUPLES WHO HAVE ALREADY STARTED PLANNING THEIR WEDDING, BUT WHO FEEL LIKE THEY NEED PROFESSIONAL ADVICE FOR A HELP FINISH UP THE PLANNING PROCESS. YOU HAVE ALREADY CHOSEN A VENUE AND MOST OF YOUR VENDORS BUT YOU ARE NEEDING HELP WITH PUTTING TOGETHER THOSE LAST DETAILS. MOST IMPORTANTLY WE ARE THERE ON YOUR BIG DAY TO MAKE SURE ALL PLANNING ASPECTS COME TOGETHER BEAUTIFULLY. FOR OUR PARTIAL PLANNING PACKAGES WE OFFER DIFFERENT PRICE POINTS BASED ON THE NUMBER OFF IN-PERSON MEETINGS AND NUMBER OF WEDDING DAY HOURS YOU NEED!

**4 IN-PERSON MEETINGS & 10 HOUR DAY OF COORDINATION PACKAGE \$2000.00**

**6 IN-PERSON MEETINGS & 12 HOUR DAY OF COORDINATION PACKAGE \$2500.00**

**8 IN-PERSON MEETINGS & 14 HOUR DAY OF COORDINATION PACKAGE \$3000.00**

- PROVIDE COUPLE WITH UP TO VENDOR RECOMMENDATIONS WITHIN STYLE AND BUDGET IN UP TO 3 DIFFERENT CATEGORIES
- GUIDANCE ON WEDDING ETIQUETTE
- HELP COUPLE MAINTAIN BUDGET
- REVIEW ALL VENDOR CONTRACTS
- HELP COUPLE WITH EVENT VISION AND DESIGN
- CREATE COMPLETE CUSTOMIZED TIMELINE FOR CELEBRATION AND SHARE WITH ALL VENDORS

- PROVIDE GUIDANCE AND SAMPLE TEXT FOR PRINTED MATERIALS INCLUDING: SAVE THE DATE, INVITATION, CEREMONY PROGRAM, OFFICIANT SCRIPT AND MENU

## WEDDING DAY

- CONFIRM ALL DETAILS AND ARRIVAL TIMES FOR VENDORS
- COORDINATE REHEARSAL WITH (OR WITHOUT) OFFICIANT
- CONFIRM & CHECK IN WITH ALL WEDDING VENDORS DURING WEEK OF THE WEDDING

## WEDDING DAY

- ENSURE PROPER PLACEMENT OF SEATING CARDS, FAVORS, PROGRAMS, SIGNAGE, CARD BOX, GUEST BOOK, AND SIMPLE DÉCOR AS PLANNED
- SETUP SPECIALTY LINENS NOT PROVIDED BY VENUE OR CATERER
- COORDINATE ALL ASPECTS OF WEDDING CELEBRATION
- COORDINATE ALL DELIVERIES AND INSTALLATIONS OF CELEBRATION IN ACCORDANCE WITH VENDOR CONTRACTS
- COORDINATE DISTRIBUTION OF FINAL PAYMENTS AND GRATUITIES
- MANAGE AND COORDINATE TRANSPORTATION FOR FAMILY AND GUESTS
- PROVIDE EVENT EMERGENCY KIT (INCLUDING SEWING KIT, STAIN REMOVER, ETC)
- ORGANIZE AND CUE THE WEDDING PARTY AND FAMILY FOR THE PROCESSIONAL
- DISTRIBUTE FINAL PAYMENTS AND GRATUITIES TO ALL VENDORS
- ORGANIZE AND SET UP ESCORT CARDS, PLACE CARDS AND MENU CARDS
- OVERSEE TIMELY “FLIP” OF ROOM FROM CEREMONY TO RECEPTION, IF NEEDED
- CONDUCT FINAL LIGHTING, SOUND AND TEMPERATURE INSPECTION PRIOR TO GUEST ARRIVAL

- CONDUCT FINAL SEATING AND TABLE CHECK PRIOR TO GUESTS WELCOMED TO RECEPTION
- CUE ALL MUSIC CHANGES AND SPEECHES WITH BAND/DJ
- CUE GUEST OF HONOR AND FAMILY FOR SPECIAL MOMENTS INCLUDING: CAKE CUTTING, TOASTS AND DANCING SERVE AS POINT PERSON FOR ALL VENDORS—CUEING TIMING THROUGHOUT EVENT
- MANAGE AND REMEDY ALL MOMENT-TO-MOMENT CHALLENGES
- ARRANGE FAVORS (IF APPLICABLE)
- OVERSEE STRIKE OF VENUE
- COLLECT ANY CELEBRATION ELEMENTS AND GIFTS
- COORDINATE ANNOUNCEMENTS AND ESSENTIAL MOMENTS WITH THE MC/DJ/BAND AND PHOTOGRAPHERS THROUGHOUT THE CEREMONY & RECEPTION TO MAKE SURE NOBODY MISSES AN IMPORTANT MOMENT
- HELP COORDINATE IN GREETING, SEATING AND ASSIST GUESTS
- ORGANIZE THE WEDDING PARTY AND GUESTS FOR GRAND ENTRANCE AND EXIT
- COLLECT ANY GIFT AND PERSONAL ITEMS (TOASTING FLUTES, CAKE SERVER, GUEST BOOK, ETC.) AND DISTRIBUTE TO THE APPROPRIATE LOCATION OR PERSON AT THE END OF THE EVENT
- DOUBLE CHECK RETURN/PICK UP OF ALL RENTAL ELEMENTS FROM CATERER AND FLORAL DESIGNER

*Make sure the happy couple has the best night of their lives!*