



Britta's Brides

WEDDING PLANNING, COORDINATION & FLORAL DESIGN



Full Planning Package

Full Service Wedding Package Our full service package is for our couples who want to sit back and enjoy their time being engaged while we take the reins to prepare for the big day. We will be with you for every step of the way during the planning process and will make it as seamless and stress free as possible. Once the wedding day has arrived we will make sure every aspect is executed with precision and care to ensure your wedding will be full of memories to last a life time!

Pricing starting at \$5000.00

- Unlimited in-person consultations with unlimited email communication and phone calls with the wedding planner
- Wedding Planner and assistant on site on wedding day for full venue access time (up to 14 hours)
- Provide pre-negotiated discounts from preferred vendors
- Recommend venues and vendors in accordance with event budget and style
- Schedule and attend all vendor meetings and interviews (based on availability)
- Attend site visit(s) with client to establish the event style, direction and flow
- Make mood board for wedding
- Communication starting at the time of booking
- Guidance on wedding etiquette
- Help couple set and maintain budget
- Review all vendor contracts
- Create complete customized timeline for celebration and share with all vendors

- Provide guidance and sample text for printed materials including: ceremony program, officiant script and menu
- Coordinate rehearsal with (or without) Officiant
- Confirm & check in with all wedding vendors during week of the wedding
- Help arrange any personal décor or rental items
- Coordinate all printed materials 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
- 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
- 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)
- Collect any celebration elements and
- Help coordinate in Greeting, seating and assist guests
- Organize the wedding party and guests for grand entrance and exit
- Double check return/pick up of all rental elements from caterer and floral designer
- 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

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