



Full Service Wedding Planning

- RECOMMEND VENDORS IN ACCORDANCE WITH EVENT BUDGET AND STYLE
- GUIDANCE ON WEDDING ETIQUETTE
- HELP MAINTAIN BUDGET
- REVIEW ALL VENDOR CONTRACTS
- ACT AS THE LIAISON BETWEEN CLIENT AND VENDORS FOR ALL LOGISTICAL NEEDS
- ADVISE ON MENU PLANNING
- SOURCE AND ORDER ITEMS AND PACKAGING FOR FAVORS AND WELCOME GIFTS BAGS
- ATTEND FINAL MEETING WITH CLIENT AND COLLECT ALL CELEBRATION ELEMENTS
- CONFIRM ALL DETAILS AND ARRIVAL TIMES FOR VENDORS
- COORDINATE REHEARSAL WITH (OR WITHOUT) OFFICIANT
- BUILD CUSTOM DAY OF TIMELINE FOR COUPLE
- CONFIRM & CHECK IN WITH ALL WEDDING VENDORS DURING WEEK OF THE WEDDING
- HELP ARRANGE ANY PERSONAL DÉCOR OR RENTAL ITEMS
- COORDINATE ALL PRINTED MATERIALS
- 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 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

- 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!