



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!

- UNLIMITED IN-PERSON CONSULTATIONS WITH UNLIMITED EMAIL COMMUNICATION AND WEEKLY PHONE CALLS WITH THE WEDDING COORDINATOR.
- COORDINATE A BRIDAL SHOWER FOR UP TO 20 PEOPLE
- 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
- ATTEND SITE VISIT(S) WITH CLIENT TO ESTABLISH THE EVENT STYLE, DIRECTION AND FLOW
- GUIDANCE ON WEDDING ETIQUETTE
- CREATE BUDGET; MANAGE DEPOSIT SCHEDULE AND PAYMENTS
- REVIEW ALL VENDOR CONTRACTS

- DECOR CONCEPTUALIZATION AND COORDINATION FOR OVERALL EVENT VISION AND DESIGN SUCH AS CENTERPIECES, SWEETHEART TABLE, WELCOME TABLE, GUEST BOOK, CAKE TABLE, ETC.
- ACT AS THE LIAISON BETWEEN CLIENT AND VENDORS FOR ALL LOGISTICAL NEEDS
- 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, MENU, AND THANK YOU CARDS
- ADVISE ON MENU PLANNING AND ATTEND TASTING WITH CATERER
- SOURCE AND ORDER ITEMS AND PACKAGING FOR FAVORS AND WELCOME GIFTS BAGS
- PROVIDE AND MAINTAIN SPREADSHEET TEMPLATES FOR THE FOLLOWING: GUEST LIST, RSVP'S, SEATING PLAN, PHOTOGRAPHY SHOT LIST, PAYMENT SCHEDULE AND "DO NOT PLAY" LIST

WEDDING WEEK

- ATTEND FINAL MEETING WITH CLIENT AND COLLECT ALL CELEBRATION ELEMENTS
- 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
- HELP ARRANGE ANY PERSONAL DÉCOR OR RENTAL ITEMS
- PROVIDE SCHEDULE FOR FAMILY AND VIP GUESTS
- 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 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
- GREET, SEAT 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!