



Full Service Wedding Planning Package

"A comprehensive wedding package for the couple who desire personal assistance planning every detail of their signature wedding from concept to execution. Enjoy a stress-free journey to create your signature wedding!"

Planning Phase

Includes Month-of Coordination & Planning Services in addition to:

Prioritizing your budget:

- ❖ Budget tracking & management

Securing your perfect venue:

- ❖ Define your venue vision and establish criteria
- ❖ Location research for ceremony and reception site(s) that meet criteria, stylistic needs & budget
- ❖ Provide potential venue options for client's preliminary review and feedback (Client to view sites via online and/or photos)
- ❖ Verification of location availability for client selects and preliminary evaluation of packages & pricing
- ❖ Coordinate in-person meetings
- ❖ Scout (2) properties (actual number scouted by Consultant will be quoted based on needs)
- ❖ Gather customized/negotiated venue proposals for preferred sites- up to (4) options (actual number will be based on needs)
- ❖ Consultant walk thru of venue select, prior to contract, if needed (in-person meeting)
- ❖ Contract consultation for selected venue (Client to contract directly with venue)

Securing the right team of professionals vendors:

- ❖ Arrange vendor meetings for Client
- ❖ Consultant to attend (1) additional vendor meeting- your choice! (actual number attended by Consultant will be quoted based on needs)
- ❖ Vendor payment schedule & alerts

Creating your signature wedding design & details:

- ❖ Ensure design cohesiveness; assist with linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning (additional in-person meetings)
- ❖ Logistics planning & on-site planning visits, as needed based on event needs
- ❖ Coordinate Floral Sample Meeting to view and the finalize design and tabletop details; our "dress rehearsal" before the big day (in-person meeting)

Paper planning & coordination:

- ❖ Oversee paper production process (Client to manage mailing and RSVP tracking)

Logistics planning:

- ❖ Coordinate transportation arrangements & itinerary
- ❖ Coordinate discounted hotel room blocks & accommodations

Assistance with additional planning services (optional):

- ❖ Planning, assembling and delivering of guest welcome bags
- ❖ Plan and/or execute Rehearsal Dinner / Brunch

***Actual price dependant upon location, number of guests, event details, scope of work, and staff required on wedding day.**

**ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.
CONTACT US TODAY FOR A COMPLIMENTARY CONSULTATION.**

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