



Partial Planning

For 50-100 Guests



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This service is perfect for the couple who would like to work side by side with a professional Wedding Consultant to support and guide them through the planning process.

This service is designed with all the benefits of a full-service Wedding Consultant with 4 in person or remote consultations with exclusive phone and email access to Consultant. This includes unlimited vendor referrals, advice, directing and managing the important details throughout the process and the day of.

starting at \$6,200.00

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4 In Person or Remote Meetings

- Meeting to determine Wedding Style and Budget, Design Concept, Colors & Themes.
- Refer and Attend meeting with Florist(s)
- Attend Banquet Details meeting with Catering Manager and Client.
- Final Meeting to go over finishing touches, timeline and details at the Wedding Venue.
- Personalized month by month Wedding Planning Calendar with Checklist and Reminders and Timeline.

Planning & Important Details

- Plan, and Coordinate Wedding Concept and Design keeping in mind all aspects from Invitations, Linens, Location, Floral, Attire, Décor, and Ambiance to the smallest detail.
- Unlimited vendor referrals that fit client taste, style and budget. Including Custom Invitations, DJ, Music, Bakery, Photographer, Videographer, Linens, Lighting, Décor, Officiant, Attire.
- Assist with Event Floor Plan and Timeline.
- Guidance and Planning for Ceremony & Reception
- Confirm and review Banquet Event Order provided by Catering Manager.
- Contact and confirm details with all service providers to ensure a timely and professional setup and tear down.
- Confirm all rental orders, dates and quantities.
- Attend sound check with Band, DJ or Entertainment provider.
- Coordinate with Officiant on ceremony details.
- Follow up and confirm with all service providers and vendors 1 week before.

*Rates & Prices are subject to change based on upgrades of additional a la carte services, wedding size or location.

Wedding Rehearsal

- Organize and direct rehearsal, wedding party placement and timeline.
- Distribute and Go Over Wedding & Reception Timeline with Wedding Party.

Wedding & Reception

- Direct and coordinate all wedding and reception details with 1 assistant coordinator.
- Set-up and supervise all providers for the wedding ceremony and reception.
- Manage timing of the event with the wedding party, family members and vendors as well as venue staff.
- Assist Wedding Party with Attire and distribute flowers to wedding party and family members.
- Confirm and inspect seating arrangements, count, place settings, cards and décor.
- Direct Ushers with Seating & Programs.
- Greet, seat and assist guests.
- Coordinate with musicians and officiant to cue ceremony and processional.
- Handle payment details and gratuities as needed or requested.
- Attend to personal details and items that need to be transported or available for reception.
- Work with Reception Vendors and Service providers at Reception to keep organization and timeline.
- Cue Music, Grand Entrance, First Dance, Cake Cutting, Garter, Bouquet Toss and Bride & Grooms Exit.
- Marriage License Information
- Wedding Emergency Kit.

Additional Questions & Requests

Additional Notes...

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