



Everything But “I Do” for Your Wedding

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This package is perfect for the bride and groom would like every detail of their Wedding & Reception professionally coordinated and planned to the last detail.

This package is designed to be a stress free experience with up to 10 in person meetings and unlimited phone and email access with consultant. Complete Wedding Design from Concept, Colors, Theme & Décor. Venue Selection, Vendor and Service Selection. Complete coordination & directing of every detail throughout the entire wedding planning process and the day of.

\$5000 - \$10,000*

*Actual prices are determined from many factors including services requested and event parameters.

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Up to 10 In Person Meetings

- Meeting to determine Wedding Style and Budget.
- Meeting to choose Venue, Design Concept, Colors Themes, Décor and Vendors & Service Providers.
- Refer and attend meeting with Florists and provide a Mock Table Centerpiece for Client.
- Assist and Attend Menu Selection, Banquet Details & Setup with Catering Manager and Client.
- Attend additional meetings as requested or consulting meetings as needed.
- Final Meetings 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.



Wedding Design & Vendor Selection

- Create Wedding Concept, Theme, Colors & Design and additional Décor if needed.
- Arrange & Coordinate Vendors & Service Providers that match clients taste, style and budget.
- Including but not limited to: Venues, Florist, Cake Designer, Wedding Attire, Music, DJ, Entertainment, Caterer, Photographer, Videographer, Custom Invitations, Linens, Wedding Favors, Event & Décor Rentals, Officiant, Sweet Station, Photo Booths, Lighting, Hair & Make-up, Transportation, Hotel Accommodations, Travel Agent and additional vendors at client's request.
- Place orders and book dates and locations with vendors and service providers and provide them with detailed instructions and timeline.
- Review contracts and proposals with clients and provider to confirm all details.
- Mail Invitations & RSVP's
- Assist with travel needs and accommodations for out of town guests and family.
- Assist with special dietary needs of guests and family within Banquet Plan.
- Assist with floor plan, guest lists, seating arrangements 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 Ambience to the smallest detail.
- Unlimited email and phone access for advice and support throughout planning process.
- Prepare and setup vendor list and detailed instructions for vendors and service providers.
- Wedding Favor Suggestions, Wedding Party Gifts, Selection and Orders.
- Assist with Event Floor Plan and Timeline.
- Assist with Wedding Invitations, Save the Date Cards Design, Etiquette, Wording, mailing & RSVP's.
- Establish Budget, Preferences and Priorities.
- Guidance and Planning for Ceremony & Reception
- Place & Confirm and review Banquet Event Order provided by Catering Manager. And arrange tasting.
- Assistance with Wedding Attire and rental arrangements..
- Contact and confirm details with all service providers to ensure a timely and professional setup and tear down.
- Place & Confirm all rental orders, dates and quantities and layouts
- Set up deposit and payment schedules for all vendors and service providers
- Provide maps and driving instructions for the event locations
- Keep track of RSVP's for final head count and relay information to vendors
- Create Checklist of personal items needed for the day of to ensure nothing is forgotten or left behind.
- 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.

Additional Questions & Requests

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 Notes...
