



*TO HONOR YOU...*

*Weddings and Special Events*

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## WEDDING PACKAGES



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## **WEDDING DAY MANAGEMENT PACKAGE**

Also known as "Day or Month Of" Coordination

(For the couple who wants full responsibility of planning, but could still use a helping hand with the final stages of planning and on the wedding day to ensure that their vision becomes a reality. Must be booked in advance of the wedding)

### **Pre-Wedding Day**

- Unlimited contact via e-mail
- Up to 3 Client/Planner meetings
- Monthly e-mail "check ins" to ensure the planning is running smoothly and on track and running smoothly
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contacting Vendors for introductions
- Review Vendor Contract if desired
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as requested

### **Wedding Rehearsal**

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family, and attendants
- Collect wedding day items such as guest signing item, cake knife, cake topper, toasting flutes, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

### **Wedding Day**

- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve most unexpected situations that may arise

## **Ceremony**

- Direct photographer videographer, musicians, rentals, florist, etc. of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party participants
- Make sure all personal items and gifts are collected and delivered to reception site or designated person

## **Cocktail Hour & Reception**

- Set Up reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

**Package price starts at \$500.00**  
**All packages are customized for the client's specific needs**

## **PARTIAL WEDDING PLANNING PACKAGE**

### **Pre-Wedding Day**

- **Up to 4 client/Planner meetings**
- **Up to Five Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.**
- Unlimited contact via email
- Monthly e-mail “check-ins” to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contact vendors for introductions
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as requested
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions if requested
- **Event design, theme and decor assistance**
- **Food and Beverage assistance**
- **Assistance with wording of all stationary if requested**

### **Wedding Rehearsal**

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payment for specific vendors
- Collect wedding day items such as guest signing item, cake knife, cake topper toasting flutes, favors, candles, programs place cards, etc. (prior to wedding or day of rehearsal)
- **Collect/Coordinate final payments for specific vendors**

### **Wedding Day**

- One assistance coordinator (depending on size of wedding)
- Manage the flow and timing of the ceremony and reception
- Act as liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations that may arise

## **Ceremony**

- **Distribute bouquets and pin flowers on attendants & family members (if desired)**
- Direct photographer, videographer, musicians, rentals, florist, etc of to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct ushers with programs and seating distribution
- Line up and cue wedding party participants
- Collect all personal items and gifts and deliver to reception site or designated person

## **Cocktail Hour & Reception**

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design etc,)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line Up and cue Bride, Groom and wedding party (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

**Package Price starts at \$825.00**

## **FULL WEDDING PLANNING PACKAGE:**

Ideal package for the couple with a busy schedule who would like assistance with all details of the Wedding Day, ensuring that their style and vision become a reality from start to finish.

### **Pre-Wedding Day**

- **UNLIMITED Client/Planner contact (within planner's available hours)**
- **UNLIMITED Vendor Meetings (within planner's available hours)**
- Unlimited e-mail "check-ins" to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary if needed
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions if desired
- Event design, theme and decor assistance
- Food and Beverage assistance
- **Budget Management (tracking of all payments and due dates) if desired**
- **Invitations assembly and mailing (postage not included) if desired**
- **Venue research and selection after understanding your vision, style, and budget**
- **Will assist with securing and finalizing the details once you've chosen your perfect wedding location**
- **Full event design, theme, and concept development - We will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, favors, table design, linens, specialty rentals, save the dates, etc.**
- **Assistance in arranging all transportation needs (including accommodations and honeymoon arrangements with our in-house travel agency, NORTHLAND TRAVEL. Travel booking fees will apply.**
- **Negotiate special hotel rates and room blocks for out of town guests**
- **Favor assembly (not including cost of supplies)**
- **Assemble & deliver welcome baskets/gift bags (not including cost of supplies)**
- **Research activities and special events for out of town guests**
- **Rehearsal dinner location research, selection, and coordination**

## **Wedding Rehearsal**

- Coordinate ceremony rehearsal (1 hour)
- Distribute detailed wedding day itinerary to wedding party, family and attendants
- Collect/Coordinate final payments for specific vendors
- Collect wedding day items such as guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding day or day of rehearsal)

## **Wedding Day**

- One assistant coordinator ( depending on size of wedding)
- Manage the flow and timing of the ceremony and reception
- Act as a liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations that may arise

## **Ceremony**

- Distribute bouquets and pin flowers on attendants & family members (if desired)
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all of the ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct Ushers with programs and seating distribution
- Line up and cue wedding party participants
- Collect all personal wedding items and gifts and deliver to reception site or designated person

## **Cocktail Hour & Reception**

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly

**Package Price starts at \$1500.00**

All Packages are customized as you are able to combine or delete certain services in each package in order to allow you to create  
*“Your Perfect Wedding Planning Package”*

Price is dependent on services desired and size and location of event

Please ask about our discounted packages that include **DJ STEVE** for all your DJ and Lighting Needs

To Honor You.. is also pleased to offer **Destination Wedding Packages**, including Private Beach Weddings, Please contact us for further information on a Beach Wedding as they are a bit different from our standard packages!  
Thank you...