

## **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**