

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

Month-Of-Coordination

PRE-WEDDING

- Unlimited planning support via phone and email for all wedding planning related questions throughout planning process.
- 4 consultation planning meetings for timeline creation venue walk thru, Timeline Review, and Final Week-of Meeting
- List of preferred vendors, specifically curated for you.
- Provides emergency resolutions for the last 60 days prior to the wedding
- Assessment to identify any planning deficiencies and assistance in completing pending tasks within the last 30 days
- Assistance in finalizing the design of the ceremony and reception floor plan layout
- Acts as point-of-contact for all wedding vendors beginning the 30 days prior to wedding
- Creation of a personalized timeline and itinerary for the rehearsal, ceremony, and reception
- Distribution of personalized timeline to vendors prior to the wedding
- Perform all vendor confirmations and discuss logistic details prior to the wedding
- Creation of personalized itinerary summary of wedding weekend events and distribution to bridal party
- Logistical suggestions of wedding day transportation for bridal party and out-of-town guests
- Collection of all personal items related to the ceremony & reception.
- Attendance and coordination (when applicable) of rehearsal and organization of wedding party (1 hour)

WEDDING DAY

- Wedding Day coverage of one lead consultant and one assistant (up to 10 hours)
- Behind the scenes event management, troubleshooting, and emergency resolutions
- Act as point of contact for family, bridal party, and wedding guests
- Coordinate delivery of the wedding dress to the pre-selected location and where the bride will be dressing (upon request)
- Provide “Emergency Kit” for use at the ceremony and reception
- Pin boutonnieres and distribute wedding party bouquets

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

- Instruct bridal party and immediate family on their wedding day duties
- Setup personal décor and items at the ceremony; DIY may require special attention
- Coordinate the completion of the pre-ceremony and post ceremony photography
- Greeting guests and directing them to the ceremony and reception areas
- Provide the wedding party and immediate family with special needs and requests as they arise
- Management of all wedding day vendor setup contracted duties and breakdown
- Supervise setup of all décor and rental items for ceremony and reception
- Cue bridal party and family throughout the ceremony processional
- Orchestrate the timing and execution of the special events at the reception: Grand Entrance, First Dance, Welcome, Toast, Blessing, Father/Daughter Dance, Mother/Son Dance, Cake Cutting, Bouquet Toss, Last Dance, and Grand Exit
- Transport any ceremony items from the ceremony location to the reception site
- Distribution of all final payments and gratuities to vendors on the event day
- Coordinate the DJ or band to execute the correct music selection and MC announcements
- Distribute toss items for the grand exit

POST WEDDING

- Ensure that all gifts are loaded for transportation
- Repackage all personal décor items and give to pre-determined family member or friend
- Coordinate breakdown of the event
- Return rental items (based on space availability and extended labor necessities)

\$1,950 - \$2,500

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

Partial Planning

PRE-WEDDING

- Unlimited planning support via phone and email for all wedding planning related questions throughout planning process.
- Customized Month-by-Month Planning Checklist OR Customized Design Storyboard and Color Palette for guidance in all selections
- Creation and monitoring of personalized budget throughout planning process
- 4 consultation or planning meetings for timeline creation or with vendors on your behalf
- List of preferred vendors, specifically curated for you.
- Provide emergency resolutions for the last 60 days prior to the wedding
- Assessment to identify deficiencies in any planning deficiencies and assistance in completing pending tasks within the last 30 days
- Assistance in finalizing the design of the ceremony and reception floor play payout
- Assistance with the design, printing, and delivery of your ceremony programs
- Attendance at final dress fitting for bustle
- Acts as point-of-contact for all wedding vendors beginning the 30 days prior to wedding
- Creation of a personalized timeline and itinerary for the rehearsal, ceremony, and reception
- Perform all vendor confirmations and discuss logistic details prior to the wedding
- Distribute personalized timeline to bridal party and vendors prior to the wedding
- Design wedding day transportation schedule for bridal party and out-of-town guests
- Collect personal items related to the ceremony & reception.
- Conduct rehearsal and assist in organization of wedding party (1 hour)

WEDDING DAY

- Wedding Day coverage of one lead consultant and one assistant (up to 8 hours)
- Behind the scenes event management, troubleshooting, and emergency resolutions
- Act as point of contact for family, bridal party, and wedding guests
- Coordinate delivery of the wedding dress to the pre-selected location and where the bride will be dressing (upon request)

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

- Provide “Emergency Kit” for use at the ceremony and reception
- Pin boutonnieres and distribute wedding party bouquets
- Instruct bridal party and immediate family on their wedding day duties
- Setup personal décor and items at the ceremony; DIY may require special attention
- Coordinate the completion of the pre-ceremony and post ceremony photography
- Greeting guests and directing them to the ceremony and reception areas
- Provide the wedding party and immediate family with special needs and requests as they arise
- Management of all wedding day vendor setup contracted duties and breakdown
- Supervise setup of all décor and rental items for ceremony and reception
- Cue bridal party and family throughout the ceremony processional
- Orchestrate the timing and execution of the special events at the reception: Grand Entrance, First Dance, Welcome, Toast, Blessing, Father/Daughter Dance, Mother/Son Dance, Cake Cutting, Bouquet Toss, Last Dance, and Grand Exit
- Transport any ceremony items from the ceremony location to the reception site
- Distribution of all final payments and gratuities to vendors on the event day
- Coordinate the DJ or band to execute the correct music selection and MC announcements
- Distribute toss items for the grand exit

POST WEDDING

- Ensure that all gifts are loaded for transportation
- Repackage all personal décor items and give to pre-determined family member or friend
- Coordinate breakdown of the event
- Return rental items (based on space availability and extended labor necessities)

\$3,950 - \$4,500

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

Full Planning & Design

PRE-WEDDING

- Unlimited planning support via phone and email for all wedding planning related questions throughout planning process.
- Customized Month-by-Month Planning Checklist
- Customized Design Storyboard and Color Palette for guidance in all selections
- Creation and monitoring of personalized budget throughout planning process
- Up to 10 consultation planning meetings between us, or with vendors on your behalf
- Wedding website template design suggestions and updates throughout planning process
- Coordinate and attend bridal portrait photography session and engagement photography session – if applicable
- Guidance in proper etiquette and traditions for wedding day/weekend activities
- Track vendor payments and due dates
- Assist venue selection
- Suggestions, assistance in selection, and sourcing of all qualified vendors.
- Acts as primary point-of-contact for all wedding vendors
- Schedule and attend meetings, review contracts, and coordinate all vendor services for the following when applicable:
 1. Ceremony and reception venue(s)
 2. Photography
 3. Videography
 4. Hair and makeup
 5. Entertainment
 6. Bakery / Dessert
 7. Catering & bar service
 8. Ceremony Officiate
 9. Bar Service
 10. Ceremony musicians
 11. Reception DJ and/or Band
 12. Floral design
 13. Miscellaneous décor or rentals

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

14. Stationery items
15. Calligraphy
16. Gifts & favors
17. Transportation
18. Wedding Attire

- Determine availability and negotiate discounted rates for hotel room blocks
- Coordinate and attend menu tasting
- Deliver/pickup all items from calligrapher and/or stationer
- Pickup, assembly, stamping, stuffing, and mailing of invitations
- Guest list reconciliation and RSVP management for wedding reception (per request)
- Assist with the production and/or sourcing of all items needed for seating at the reception – escort cards, menu cards, table numbers, place cards, seating displays, etc.
- Facilitate delivery of sample floral, centerpiece, chairs, chargers, linens, and any other desired samples
- Assistance in finalizing the design of the ceremony and reception floor play payout
- Assistance with the design, printing, and delivery of your ceremony programs
- Schedule and attend dress appointments for at up to 3 bridal boutiques
- Wardrobe styling groom and groomsmen
- Attendance at final dress fitting for bustle
- Creation of a personalized timeline and itinerary for the rehearsal, ceremony, and reception
- Perform all vendor confirmations and discuss logistic details prior to the wedding
- Coordinate delivery of all welcome gifts to hotel – if applicable
- Distribute personalized timeline to bridal party and vendors prior to the wedding
- Design wedding day transportation schedule for bridal party and out-of-town guests
- Collect personal items related to the ceremony & reception.
- Conduct rehearsal and assist in organization of wedding party (1 hour)

WEDDING DAY

- Wedding Day coverage of one lead consultant and one assistant (up to 8 hours)
- Behind the scenes event management, troubleshooting, and emergency resolutions
- Act as point of contact for family, bridal party, and wedding guests

POMP & CIRCUMSTANCE

SERVICES & PACKAGE INFORMATION

- Coordinate delivery of the wedding dress to the pre-selected location and where the bride will be dressing (upon request)
- Provide “Emergency Kit” for use at the ceremony and reception
- Pin boutonnieres and distribute wedding party bouquets
- Instruct bridal party and immediate family on their wedding day duties
- Setup personal décor and items at the ceremony; DIY may require special attention
- Coordinate the completion of the pre-ceremony and post ceremony photography
- Greeting guests and directing them to the ceremony and reception areas
- Provide the wedding party and immediate family with special needs and requests as they arise
- Management of all wedding day vendor setup contracted duties and breakdown
- Supervise setup of all décor and rental items for ceremony and reception
- Cue bridal party and family throughout the ceremony processional
- Orchestrate the timing and execution of the special events at the reception: Grand Entrance, First Dance, Welcome, Toast, Blessing, Father/Daughter Dance, Mother/Son Dance, Cake Cutting, Bouquet Toss, Last Dance, and Grand Exit
- Transport any ceremony items from the ceremony location to the reception site
- Distribution of all final payments and gratuities to vendors on the event day
- Coordinate the DJ or band to execute the correct music selection and MC announcements
- Distribute toss items for the grand exit

POST WEDDING

- Ensure that all gifts are loaded for transportation
- Repackage all personal décor items and give to pre-determined family member or friend
- Coordinate breakdown of the event
- Return rental items (based on space availability and extended labor necessities)
- Pick up gown from hotel for preservation or cleaning
- Coordinate return for tuxedo rentals – per request, as needed
- Coordinate bridal bouquet preservation – per request, as needed

\$6,000+