



## "EXQUISITE SILK" FULL SERVICE WEDDING PLANNING PACKAGE

- ✓ Complimentary initial consultation to determine wedding needs
- ✓ Budgeting assistance
- ✓ Wedding timeline and checklist
- ✓ Assist with or provide guidance on gown selection
- ✓ Assist with or provide guidance on accessory selection
- ✓ Research and secure contracts with ceremony and reception venues
- ✓ Research and secure contracts with reception vendors
- ✓ Provide vendor gratuity guidelines
- ✓ Arrange vendor walk through at your reception site with key wedding vendors; Review details of timeline, floor plan and logistics.
- ✓ Assist with your wedding theme and design
- ✓ Coordinate engagement photo shoot
- ✓ Arrange engagement party
- ✓ Arrange transportation for bride, groom, and bridal party
- ✓ Arrange lodging for out-of-town guests
- ✓ Arrange bridal suite reservation
- ✓ Deliver welcome packages to hotel(s) for guests
- ✓ Arrange weekend activities for out-of-town guests
- ✓ Arrange bridesmaid luncheon
- ✓ Arrange rehearsal dinner
- ✓ Arrange "day-after" brunch
- ✓ Ensure timely ordering and pick-up of attire for bride, groom, and bridal party
- ✓ Assist with choosing favors, invitations, and programs
- ✓ Provide caterer with final guest count
- ✓ Assist with honeymoon details
- ✓ Provide personal assistance for bride and groom on wedding day
- ✓ Ensure the decorating of venues is as requested
- ✓ Meet with bride and groom weeks before wedding to go over wedding day details
- ✓ Design personalized itinerary/time line of wedding day details
- ✓ Provide final confirmation of services for all vendors
- ✓ Create wedding day schedule and distribute to key wedding day vendors, as needed
- ✓ Coordinate ceremony rehearsal, ceremony, and reception
- ✓ Assist with ensuring that bridal party is aware of your expectations of them
- ✓ Distribute wedding day timelines to bridal party during ceremony rehearsal
- ✓ Manage the collection of gift deliveries on wedding day
- ✓ Greet vendors on wedding day
- ✓ Assist with preparing a must-have shot list for the photographer and videographer
- ✓ Assist with preparing your "must play" and "don't play" lists
- ✓ Resolve vendor questions and concerns
- ✓ Ensure table cards are set per your request

- ✓ Receive any items you're bringing for the ceremony and reception at rehearsal, to alleviate the stress of forgetting something on wedding day
- ✓ Pin on boutonnieres and corsages
- ✓ Ensure guest book is signed by guests
- ✓ Coordinate and direct all wedding day vendors to ensure your contracts with each are fulfilled and complete
- ✓ Finalize reception seating arrangement with caterer
- ✓ Manage clean-up of reception site
- ✓ Wedding emergency kit for unexpected situations
- ✓ Distribute final payments and tips to vendors
- ✓ Coordinate transportation of accessories, flowers, and gifts with individuals of your choice

50-60 planning hours  
\$4,000.00

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### **"EXQUISITE SILK II" WEDDING PLANNING PACKAGE**

*Exquisite Silk II is perfect for the bride who has done some of the planning and vendor contacts herself.*

25-30 planning hours  
\$2,000.00