

### **Sunset Package (Partial Wedding Planning)**

The Partial Wedding Planning package is ideal for couples who have started planning their wedding and perhaps need a helping hand along the way. You will be guided to the right direction and help you tie the loose ends together and you can just hand over the plans to us. Following our initial consultation with you, we will go through your plans to date and discuss any outstanding arrangements. We can help you find those final wedding suppliers, assist with the RSVP's, help bring your budget back on track, or to pull everyone together. We will be contactable in the run up to the day whenever you need me via email, meetings or telephone. We will provide a regular update on outstanding jobs making sure that everything runs smoothly. The partial planning package may cover aspects of wedding planning including:

- Assist in coordination of the rehearsal, two (2) hours
- Assume the wedding planning responsibilities six (6) months prior to your wedding date
- Arrive at ceremony and reception two (2) hours prior to start time
- On site coordination and direction of wedding day, up to eight (8) hours
  - Facilitate event flow from the ceremony to cocktails to dinner to dancing
  - Cue wedding party and vendors throughout the services
  - Work with venue staff throughout the event to ensure all issues are attended to
  - Setup décor and wedding accessories
- Unlimited email and phone communication
- Up to two (2) detail and planning meetings
- Vendor recommendations up to six (6) categories and three (3) each
- One walk through at your ceremony and/ or reception venue
- Assist in venue layout and guest flow
- Advise on etiquette and protocol
- Review of vendor contracts
- Forward preferred vendor discounts to bride and groom where applicable
- Create timeline for entire wedding day
- Communicate and confirm timeline with vendors
- Liaison between the facility staff, vendors, and families
- Work with all vendors to ensure timeline and clients' wishes are followed
- Direct and assist vendors as needed
- Assist bride and groom, wedding party, and immediate family
- Direct processional in absence of church coordinator
- Pin boutonnieres and corsages
- Transport bride's personal items from ceremony to reception
- Coordinate with MC for introductions, first dance, toasts, cake cutting, etc.
- Distribute final payments to vendors during the event
- Deliver gifts and personal items to requested person
- Coordinate grand exit for couple
- Provide wedding day emergency kit
- Handle any and all problems that arise so you can relax and enjoy your day
- Additional two (2) A La Carte Service from the menu below
- Up to 30 hours