



## Full Service Wedding Planning Package

**Best for:** The bride who ventured into wedding planning on her own and suddenly realizes that she needs the creative ideas, guidance, support and knowledge of planning beautiful weddings on a limited budget that only we can provide for *her*.

- ♥ A full-service package provides just about everything. Before the wedding we will provide . . .
- ♥ Unlimited meetings, phone calls, and emails to plan and evaluate all wedding details.
- ♥ Assistance with event design, theme and décor concept development.
- ♥ Customized budget according to your spending goals.
- ♥ Tracking of deposits, payments due and final balances.
- ♥ Décor personalized to the couple including invitations, floral design, stationary, favors, table design, etc.
- ♥ Planning and scheduling of honeymoon and any needed flights and hotels.
- ♥ Suggested bridal wear according to personal style, figure and theme of the wedding.
- ♥ Scheduling and attendance to all dress fittings.
- ♥ Recommendations on all vendors, as well as scheduling and attending all vendor appointments.
- ♥ Contracting of all negotiations to optimize pricing.
- ♥ Reviewing of all vendor contracts and monitoring of all vendor obligations.
- ♥ Coordination of stuffing, stamping, addressing and mailing of wedding invitations.
- ♥ Ongoing phone calls, emails and meetings with vendors necessary to plan all details.
- ♥ Advice on wedding traditions, etiquette and protocol.
- ♥ Management of the guest list.



- ♥ Assistance with all wedding stationary including Save the Dates, Invitations
- ♥ RSVPs, Place Cards, Menus, Programs, etc.
- ♥ Organization of transportation needs and hotel accommodations for wedding party and out of town guests.
- ♥ Determination of availability and negotiation of discount rates for hotel room blocks.
- ♥ Scheduling of all wedding day transportation.
- ♥ Scheduling of hair and makeup for wedding day.
- ♥ Scheduling and attendance to bridal portrait, including arrangement of gown and bouquet delivery.
- ♥ Development of floor plan and seating chart for wedding day.
- ♥ Planning of ceremony and reception schedules, pew seating, processional and recessional.
- ♥ Distribution of detailed wedding itineraries to all wedding vendors.
- ♥ Pickup of all personal items for wedding day and delivery to ceremony and reception venue.
- ♥ Planning and execution of rehearsal dinner and wedding rehearsal.

On the day of the wedding we will provide . . .

- ♥ Detailed wedding day schedule and timeline for bridal party and family.
- ♥ Delivery of wedding gown to the ceremony site.
- ♥ Detailed wedding day timelines for wedding vendors, venue and banquet staff.
- ♥ Set up of chairs, arch, aisle runner, candles, programs, etc. at the ceremony site.
- ♥ Set up and decoration of reception area, including chairs, tables, and linens.
- ♥ Set up of guest book, place cards, engagement photos, bridal portrait, menus, candles, favors, etc. at reception site.
- ♥ Supervision of all vendor delivery and set up on day of wedding at ceremony and reception site, as well as any interference needed.
- ♥ Assist bride and wedding party in dressing room prior to ceremony.
- ♥ Organization and distribution of all personal wedding flowers.
- ♥ Behind the scene event management and troubleshooting, including our Wedding Day Emergency Kit.
- ♥ Coordination and timing of ushers, house party, attendants, bride and groom.
- ♥ Assistance with photographer order of pictures after the ceremony.
- ♥ Transport of personal items (and even flower arrangements) from the ceremony to the reception.



- ♥ Bustling of the wedding gown and arrangement of refreshments upon couple's arrival to reception.
- ♥ Coordination of presentation of the bride and groom.
- ♥ Coordination of entertainment and all announcements of events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- ♥ Monitoring of specially requested photographs and videography during the reception.
- ♥ Distribution of gratuities to the necessary vendors.
- ♥ Supervision of bride and groom exit and passing out exit favor to guests.

After the wedding we will provide . . .

- ♥ Pickup and return of all personal items to the family at the end of the evening (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- ♥ Return of all rental items including cake boards, linens, furniture, easels, etc.
- ♥ Return of groom's and groomsmen tuxedos to rental location.
- ♥ Check up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering questions.