



Premium Full Service Wedding Package

- ♥ **Best for:** The busy bride who wants someone to manage every aspect of her wedding planning from the initial concept and design to complete event management on a limited budget.

A premium full-service package provides it all. 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.
- ♥ 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 stamping, addressing and mailing of save-the-dates.**
- ♥ 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.
- ♥ **Scheduling of all hair and makeup appointments.**
- ♥ 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.
- ♥ **Assistance to hosts with ideas and referrals for any parties, showers, etc.**
- ♥ **Planning and execution of bridesmaids' luncheon.**
- ♥ **Assistance in coordinating a spa day (manicure/pedicure appointments) for the bridal party.**
- ♥ **Coordination of out-of-town gift baskets, including shopping for items to be included.**
- ♥ **Production of all of the out-of-town gift baskets and delivery to designated hotels.**
- ♥ Scheduling of all wedding day transportation.
- ♥ Scheduling of hair and makeup for wedding day.
- ♥ **Scheduling and attendance to engagement portrait.**
- ♥ Scheduling and attendance to bridal portrait, including arrangement of gown and bouquet delivery.
- ♥ **Arrange mock setup of linens, flowers, table décor etc. before wedding.**
- ♥ 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.
- ♥ **Delivery of couple's luggage to the hotel for the wedding night.**
- ♥ **Preparing and decorating the vehicle for couple's exit.**
- ♥ **Decoration of hotel room for wedding night (rose petals, wine, candles, etc)**



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.
- ♥ **Food trays and beverages for bride and bridal party in the dressing room.**
- ♥ 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.
- ♥ **Organization of to-go packet for bride and groom's exit car (reception food and cake, champagne, etc.)**
- ♥ Supervision of bride and groom exit and passing out exit favor to guests.



- ♥ 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.
- ♥ **Delivery of wedding gown for cleaning.**
- ♥ **Organization for preservation of wedding gown and bouquet.**
- ♥ Return of groom's and groomsmen tuxedos to rental location.
- ♥ **Assistance with writing and mailing any thank-you notes.**
- ♥ Check up on Mr. and Mrs. upon returning from the honeymoon to answer any lingering questions.
- ♥ And all of the smallest details in between. .

(All information highlighted in **bold print** is not included in any other planning package.)