

# High Definition Events

## DIY Bride Special

Best for: A bride that would benefit from our professional planning advice and assistance at an affordable rate. In this 'all about your wedding' consultation, we provide advice regarding effective wedding planning tailored to your needs. We discuss how to optimize your time and financial resources, so you are able to create the wedding you've always dreamed.

- Help develop your budget*
- Finding your wedding style*
- Event tracking tools*
- Custom planning tools to help guide you in your future planning*
- Vendor Recommendations*
- Personalized Wedding Book and detailed timelines*
- Budget savvy advice*

**DIY Bride Special is \$250**

## Let the Countdown Begin!

Best for: The bride who has planned her wedding and now wishes to delegate the final details and logistics to a professional, so she is able to relax and enjoy her big day

Your first initial consultation will be a month prior to your wedding day. At this time, your consultant will finalize all logistics with vendors, assist in planning all aspects of rehearsal, ceremony and reception, and create a detailed wedding day itinerary for all vendors, family members, and the bridal party to ensure that your wedding day flows smoothly.

### One Month Prior

- Meet with you and Fiancé to understand your visions for the wedding and how you wish for it to flow*
- Confirm all details with vendors( delivery, set up, pick-up and returns)*
- Visit ceremony and reception sites prior to wedding*
- Wedding Rehearsal Supervision and Coordination*
- Detailed wedding day schedule and itinerary*

### Day of Wedding

- On-site coordination and supervision of ceremony and reception*
- Point of contact for all staff, and vendors and address any issues as they arise*
- Detailed times lines for venue, vendors and staff*
- Set up of ceremony and reception*
- Assist Bride and Wedding Party in dressing room prior to ceremony*
- Coordination of Entertainment and announcements*
- Coordination of entrance way to reception*
- Monitoring of special request for all vendors*

**Day of event package is \$800**

\*\*\*Not included in any of these packages but can be included for an additional fee.

- *Coordination of stuffing, stamping, addressing and mailing of wedding invitations*
- *Assistance with all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.*
- *Pickup of all personal items for wedding day and delivery to ceremony and reception venue*
- *Delivery of wedding gown to the ceremony site*
- *Return of all rental items including cake boards, linens, furniture, easels, etc.*
- *Return of groom's and groomsmen tuxedos to rental location*
- *Scheduling of all hair and makeup appointments*
- *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*
- *Decoration of hotel room for wedding night (rose petals, wine, candles, etc)*
- *Food trays and beverages for bride and bridal party in the dressing room*
- *Organization of to-go packet for bride and groom's exit car (reception food and cake, champagne, etc.)*
- *Delivery of wedding gown for cleaning*
- *Suggested bridal wear according to personal style, figure and theme of the wedding*
- *Hiring of extra staff prior or actual day of event (hiring done actual day will be more)*
- *Organization of Transportation*

## Watch the pieces come together!

Best for: The bride who realizes that she needs the creative ideas, guidance, support and knowledge to plan a beautiful wedding on a limited budget that only we can provide for her.

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
- Recommendations on all vendors, as well as scheduling and attending all vendor appointments
- Contracting of all negotiations to optimize pricing
- Ongoing phone calls, emails and meeting with vendors necessary to plan all details
- Reviewing of all vendor contracts and monitoring of all vendor obligations
- Advice on wedding traditions, etiquette and protocol
- Management of the guest list
- Determination of availability and negotiation of discount rates for hotel room blocks
- Scheduling of all wedding day transportation
- Assist Development of floor plan and seating chart for wedding day
- Planning of ceremony and reception schedules, seating, processional and recessional
- Distribution of detailed wedding itineraries to all wedding vendors
- 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
- 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
- Coordination and timing of ushers, house party, attendants, bride and groom
- Transport of personal items (and even flower arrangements) from the ceremony to the 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

**Full Service Package is \$1800**