

# ring thing EVENTS

weddings, designed.

## Three Ring Package (Full Service)

Our Three Ring Full Service Package includes complete selection and management of your entire vendor team, full event design, and coordinating all of the details for your big day. Services include:

- Initial Consultation
- Access to our state of the art Planning Software so we can plan together
- Creation and Management of a detailed and thorough budget
- Coordinate engagement photos and party (if needed)
- Provide wedding website
- Scout locations for Venue and Ceremony
- Arrange and attend vendor meetings, as needed
- Create and execute Signature Wedding Concept and Design
- Create and maintain Pinterest board for clients and planner to exchange décor ideas and signature details
- Collaborate with all vendors to ensure cohesiveness in design, wardrobe, linens, rental items, props, cake design and menu and beverage selections
- Assistance and referrals of vendors, while passing our full discounts to clients
- Vendor Contract Review and Negotiation
- Vendor timelines and vendor payment schedules
- Floor plan design and seating chart assistance
- Comprehensive custom checklists
- Detailed wedding day production schedule
- Attend final venue meeting with Clients
- Invitation and paper products selection and guidance
- Invitation RSVP and management
- Assistance with wedding favors and signage
- Hotel Room Blocking coordination
- Out of town guest transportation assistance
- Rehearsal Dinner design and assistance
- Oversee set-up and taken-down of Ceremony and Reception sites
- Access to impressively stocked Emergency Kit
- Rehearsal, ceremony and reception coordination and timelines
- Day after event assistance
- Distribute final payments and gratuities to vendors
- Collection of all gift items and delivery to location of choice
- Overseeing return of all rental items, including tuxedos
- Thank you note assistance

- Ongoing updates and communications with client through meetings, phone and email

### **Two Ring Package (Partial Planning)**

Our **Two Ring Partial Service Package** is for couples that have selected their venue and vendors but need a seamless team to pull it all together. Services include:

- Everything in Month of Package and
- Assistance with finding the best vendors available for your personal wedding
- Review vendor contracts to ensure that all services promised will be provided
- Collaborate with all vendors to ensure cohesiveness in design, wardrobe, linens, rental items, props, cake design and menu and beverage selections
- Vendor confirmation and timelines
- Detail and Design meetings in our studio
- Assistance with design, decor and floor plans
- Detailed wedding day production schedule
- Attend final venue meeting with Clients
- Oversee set-up and take-down of Ceremony and Reception sites
- Coordinate with all vendors to ensure that all details executed according to plan
- Access to impressively stocked Emergency Kit
- Rehearsal, ceremony and reception coordination
- Collection of all personal items and gifts and delivery to location of choice
- Overseeing return of all rental items, including tuxedos
- Ongoing updates and communications with client through meetings, phone and email

### **Ring Package (Month of Coordination and Coverage)**

Our **Ring Package** is for **Month of services** are for couples that require professional coordination and management on their special day only. Services include:

- Consultation
- Detail Meeting at our studio to finalize all plans
- Contacting all Vendors to ensure timeline of services are correct
- Review vendor contracts to ensure that all services promised are being provided
- Prepare detailed wedding day time line
- Coordinate with all vendors to ensure that all details executed according to plan
- Attend final venue meeting with Clients
- Oversee set-up and take-down of Ceremony and Reception sites
- Set up and collect personal items on display (such as photos, programs, cards)
- Access to impressively stocked Emergency Kit
- Rehearsal, ceremony and reception coordination
- Ongoing updates and communications with client through meetings, phone and email

### **Additional Services Available**

We also offer the following services a la carte to any package:

- Planning, assembling and delivery of guest favors and welcome bags
- Coordination of transportation arrangements and itineraries
- RSVP Management
- Plan bridal shower, hen party, rehearsal dinner and/or other weekend activities
- Special requests are welcome, let us know and we'll get it done!