

# Robyn Diane Events

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Planning a wedding can be overwhelming, but it doesn't have to be! Let Robyn Diane Events help you find the right venue and vendors all while staying on budget. We can bring your vision to life and make sure that everything is taken care of on your wedding day, so you and your fiancé can just enjoy your special day.

Our Less Stress Wedding Planning Package includes:

## *Prior to your wedding day*

- Unlimited client meetings via email, phone, and text
- In person meetings for venue selection, vendor selection, detail meetings, and more as needed in the planning process
- Wedding planning timeline and wedding checklist creation
- Budget tracking
- Priority establishment with you as a couple, i.e. what is most important to you
- Ceremony and reception venue selection and management
- Vendor recommendation, negotiation, and selection including, but not limited to: catering, bartender, wait staff, florist, DJ, photographer, officiant, bakery, rentals, etc.
- Vendor contract review and management including, but not limited to those listed above
- Design and décor consultation including the overall look of the wedding, colors, etc.
- General advice, consultation, and etiquette information
- Assistance with save-the-dates, invitations, and other printed materials/signage
- Wedding day timeline creation & management for day of your wedding; I will also distribute the timeline to all vendors and will include their arrival, set up, and clean up times
- Rehearsal practice coordination: I can help walk you and your wedding party through the ceremony with the assistance of the officiant (if they are unavailable)

## *On your wedding day*

- Complete wedding day management up to 12 hours
- Greet all vendors on the day of and be their point of contact for your wedding day
- Distribute bouquets and boutonnieres to bridal party, attendants, and family members
- Ceremony coordination: I will help put together your processional and standing order
- Assist with bridal party and family for photographs
- Help direct guests for seating at ceremony and reception
- Work closely with the DJ to prepare you, your wedding party, and/or family for speeches and special dances (only if you decide to do any since we discussed skipping dances)
- Distribute final payments and gratuities to vendors
- Arrange for all of your personal items to be packed up and given to you or a designated person; this includes gifts, guest book, décor, etc.
- Set up and take down management for the day of, so I can ensure your vision is brought to life

In order to book your wedding date, we request a 50% deposit paid along with a digital signed contract through HelloSign. The remaining 50% can be paid on or before your wedding day. We also offer several payment options including PayPal, Square, Venmo, Cash, or Check. If you'd like to pay an alternate way, please let us know and we'll see what we can do.

*Thank you so much for considering Robyn Diane Events for your wedding!*