

# Briannne Leigh Weddings







# Day of Coordination

- Initial phone/zoom call & consultation
- Monthly checklist to stay on track of all the details
- Custom drive to keep all contracts, timelines and checklists
- Final timeline & details call 8 weeks prior to wedding
- Rehearsal planning & coordination

## **Onsite coordination**

- Oversee ceremony site set-up
- Oversee reception site set-up
- Greet and direct all vendors
- Receive deliveries on clients behalf
- Communicate with musicians on ceremony song selections
- Communicate and manage banquet staff regarding set ups
- Review DJ/musician song selections
- Set up of seating cards, menu, table numbers, favors, guest book, etc.
- Coordinate the reception; making sure everything flows smoothly
- Assist the wedding party and family with any needs, questions or concerns
- Ensure end of event arrangements are made for gifts, guest book, toasting flutes, etc. which includes clean up of space
- Provide a bridal emergency kit for the wedding day

**starting at \$750**





# Month of Coordination

- Initial phone/zoom call & consultation
- Unlimited email and telephone communication 3 months prior to wedding
- Monthly checklist to stay on track of all the details
- Custom drive to keep all contracts, timelines and checklists
- Provide marriage license information
- Construction of wedding day timeline
- Final timeline & details call 8 weeks prior to wedding
- Photographer & videographer shot list
- Rehearsal planning & coordination
- Confirm vendor orders and quantities on rentals
- Create a diagram of reception floor plan

## Onsite coordination

- Oversee ceremony site set-up
- Oversee reception site set-up
- Greet and direct all vendors
- Receive deliveries on clients behalf
- Communicate with musicians on ceremony song selections
- Communicate and manage banquet staff regarding set ups
- Review DJ/musician song selections
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- Coordinate the reception; making sure everything flows smoothly
- Assist the wedding party and family with any needs, questions or concerns
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- Provide a bridal emergency kit for the wedding day

**starting at \$2,000**





# Planning & Design

- Initial phone/zoom call & consultation
- Unlimited email and telephone communication
- Monthly checklist to stay on track of all the details
- Custom drive to keep all contracts, timelines and checklists
- Provide marriage license information
- Creative concept, style and design of wedding
- Creation of overall inspiration boards for each area of your wedding
- Detailed mockup of tabletops
- Creative presentation of each of your events
- Full wedding budgeting including custom spreadsheet, ongoing support and management
- Research accommodations for out of town guests
- Customized referrals of all vendors to match your style and budget
- Negotiate & proof vendor contracts
- Construction of wedding day timeline
- Final timeline & details call 8 weeks prior to wedding
- Photographer & videographer shot list
- Rehearsal planning & coordination
- Confirm vendor orders and quantities on rentals
- Create a diagram of reception floor plan

## **Onsite coordination**

- Oversee ceremony site set-up
- Oversee reception site set-up
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- Coordinate the reception; making sure everything flows smoothly
- Assist the wedding party and family with any needs, questions or concerns
- Ensure end of event arrangements are made for gifts, guest book, toasting flutes, etc.
- Clean up of ceremony and reception space
- Provide a bridal emergency kit for the wedding day

**starting at \$5,000**