



## Full Service Wedding Planning Package

*Discussion and design assistance of décor, vendor selection, budget-breakdown and assistance throughout the wedding process. This includes the following (although items can be excluded as well as added):*

*Unlimited face-to-face meetings, as well as unlimited communication via phone or email.*

*Evaluation of current breakdown of your budget and if needed, assist in saving money without sacrificing elements that are important to you.*

*Assistance incorporating design concept into invitations, save the dates, and other stationary elements.*

*Helping find vendors that meet your needs, personalities and budget is very important. We have relationships with vendors so we can often help with connecting you to vendors that are within budget. We can also assist in review of contracts (we are not attorneys and therefore cannot give legal advice)*

*Attendance at any vendor appointments (up to three for each vendor (excluding venue - we will schedule additional appointments as needed), additional time charged at Jaimee's current hourly rate of \$50.00*

*Assistance with any of the pre-marital events: rehearsal dinner, shower, brunch, gentleman's day. This does not include décor design or assistant's if needed.*

*Assistance with photography list (different shots that you know you will want) for the day of wedding*

*Assistance with and review of seating arrangements and we will provide a printout of floor plan weekly as R.S.V.P.'s are confirmed to our office by the client, unless other arrangements are made prior*

*Creation of detailed ceremony, reception and vendor timeline beginning of the first appointment/arrival wake-up etc. This includes any events surrounding the wedding such as showers, rehearsal dinner and out-of-town guests.*

*One week prior to event, we will call all vendors to confirm arrival times, details, and any other last minute changes, if any. We will also contact the ceremony or venue and any relevant officiant to coordinate rehearsal of ceremony.*

*One coordinator and one assistant to coordinate/Oversee set up of ceremony/reception décor, including centerpieces, gift table and guest book. Coordinators are available from set-up to tear down and will deliver payments and tips to vendors if needed. If more than four hours to setup and two hours to tear down additional assistants or additional hours will need to be added.*

*Ensure gifts and décor are collected, if requested, and given to designated party.*

*For a wedding booked one year in advance or more, you will receive a monthly updated "to do list" with an agenda for that month. At six months the list will arrive on a bi-weekly basis as more elements need to be done. Started at three months before the wedding date you will begin to receive it once a week, and then at one week prior you will receive it daily.*

*For Your Out-of-Town Guests*

*Organization of guest accommodations and transportation tailored to your needs*

*Guest list management including hotel reservations, and delivery of welcome packets and gifts*

*This is a list of services that are included in our full-service event planning, but all of our packages are custom built and priced. If a bid is requested by a potential client, the bid will include a detailed list of their custom package services. Any time and/or additional assistants are needed an email will be sent for approval before being added or invoiced.*

*We pride ourselves in creating one-of-a-kind events that are tailor made for each individual client. No matter what the event, we vow to offer a memorable event within your budget.*

*Most importantly is making your special day seamless and all details taken care of so that your family and you and your spouse will have the confidence in knowing that you are free to take in every moment.*

*We look forward to being a part of your special day!*

*Jaimee Swindall*

*Principal*

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