

## **Midnight Package (Full Wedding Planning)**

Consider the value, savings and reassurance in having us as your full-service wedding planner. When you choose Apropos Creations, you are assured of getting the very best for less than you would expect. Being your full wedding planner, we will be your resource. You need a “go-to” person for etiquette, wedding-related questions and to keep the planning timeline moving forward. You will also need a liaison to help keep emotions and relationships from straining during planning. Without us by your side, you will need to research answer and solve problems yourself. Lastly, we offer you support every step of the way to help you avoid costly planning mistakes, save you time and money, and to understand every detail of the wedding plans. Our full planning consists of:

- Full service wedding coordination
- Event design incorporating inspiration from your lives, the setting and the season
- Arrange and attend all vendor and venue meetings
- Unlimited vendor recommendations including ceremony and reception venues
- Assist in coordination of the rehearsal, two (2) hours
- On site coordination and direction of wedding day, up to eight (8) hours
  - Facilitate event flow from the ceremony to cocktails to dinner to dancing
  - Cue wedding party and vendors throughout the services
  - Work with venue staff throughout the event to ensure all issues are attended to
  - Setup décor and wedding accessories
- Unlimited email and phone communication
- Unlimited consultation appointments
- Budget development and tracking
- Deliver gifts and personal items to requested person
- Assist in venue layout and guest flow
- Advise on etiquette and protocol
- Assist bride and groom, wedding party, and immediate family
- Arrive at ceremony and reception sites two (2) hour prior to start time
- Direct processional in absence of church coordinator
- Pin boutonnieres and corsages
- Transport bride’s personal items from ceremony to reception
- Create timeline for entire wedding day
- Communicate and confirm timeline with vendors
- Liaison between the facility staff, vendors, and families
- Work with all vendors to ensure timeline and clients’ wishes are followed
- Manage all aspects of vendor relations, liaison for all vendor questions
- Contract negotiation and evaluation
- Forward preferred vendor discounts to bride and groom where applicable
- Provide headcounts to venues and vendors
- Create customized task list and calendar of payments, and provide reminders of payments due
- Assist with stationery suite design, selection and wording
- Attend final gown fitting to learn bustle
- Attend bridal portrait and engagement photo sessions
- Provide marriage license requirements
- Coordinate with MC for introductions, first dance, toasts, cake cutting, etc.
- Distribute final payments to vendors during the event
- Coordinate grand exit for couple
- Provide wedding day emergency kit

- Handle any and all problems that arise so you can relax and enjoy your day
- Additional three (3) A La Carte Service of your choice from the menu below
- Up to 40 hours