

Welcome Packet with What to expect, Budget Template, Sample Timelines, Preferred Vendor List, and FAQs

Planning Sessions

- In-person Session to discuss/review Vision and Scope, Budget Creation, and VisionBoard
- Zoom Planning Session to Discuss the Ceremony, Reception Events, Logistics and Important Details
- Zoom Planning Sessions every month to keep Wedding planning on Track (To-do Check-ins, Vendor Reviews, Transportation, and Timeline updates)
- Wrap-up Session to Review Wedding Day and Answer Questions
- In-person Venue Final Walk-through
- Includes Communication through email, phone calls, and texts

Design and Styling

- Design Consult with Lead Creative Director
- Create Mood and Vision Board
- Source Rentals and Custom Styling Accents
- Final Mock up Presentation

Venue and Vendors

- Source Venue and Vendors (Will Source 7 Vendors outside our Preferred List)
- Book Venue and Vendors (Client Signs Contracts for Venue and Vendors)
- Point of Contact for Vendors upon Booking
- Detailed Analysis of Vendor and Venue Contracts
- Attend One Venue Tour
- Attend and Schedule Vendor Meeting of Couple's Choice
- Create and Manage Payment Schedule for Venue and Vendors

Timeline and Floorplan

- Create Detailed Wedding Timeline with Clients' input
- Distribute Detailed Wedding Timeline to Venue and Venues
- Manage Timeline Changes from Venue and Vendors
- Assist with the Creation of the Floorplan

Guest Relations and Wedding Party

- Coordination of Ceremony Rehearsal
- Manage the Room Block Accommodations by our Preferred Partner

Rehearsal and Wedding Day

Rehearsal

- Lead Rehearsal
- Coordinate Rehearsal Dinner
- Assist with Rehearsal Food and Beverage Selections

Wedding Day

- Up to 12 hours on-site coverage
- Includes Senior Management Team Member, 1 Lead Coordinator, and 1 Assistant
- Includes Wedding Genie to Assist Couple with Each Aspect of the Day
- Coordinate and Communicate with Vendors to Ensure Vendors are on Time and the Setup is Complete
- Direct vendors as needed onsite
- Set up and place escort/name cards, favors, menus, and the Couple's personal items
- Communicate timing and announcements with all Vendors to ensure the day runs flawlessly
- Coordinate the Couple, Wedding Party, and Vendors for Ceremony, Reception, and Reception Events (For example, but not limited to the Grand Entrance, First Dances, Speeches, Cake Cutting)
- Distribute remaining payments/gratuities to Vendors
- Package and place gifts/personal items into the designated vehicle at the end of the evening

Upgrades & Extras

Custom Wedding Signage, Place Cards, RSVP Management, Seating Chart, setup/teardown for DIY Floral & Decor Available at an Additional Charge.

Additional hours are billed at \$250 per hour.

*This package does not include setup or teardown of tables, chairs, linens, chair covers, centerpieces, room flips, cleaning/bussing of tables, or DIY Floral & Decor. Assembly of Items is not included.

Please inquire as to any additional fees for these services.