

- Welcome Packet with What to expect, Budget Template, Sample Timelines, Preferred Vendor List, and FAQs
- Kick-off Zoom Session upon booking to Discuss the Ceremony, Reception Events, Logistics and Important Details
- Wrap-up Session and Venue Walk-through (May be Virtual or In-person depending on planner's schedule)
- Includes communication through Email and texts throughout the process
- Vendor Point of Contact beginning Two Months before the Wedding
- Review Vendor and Venue Contracts
- Create and Distribute Detailed Wedding Timeline to Venue and Vendors
- Assist with the Creation of the Floor Plan
- Coordination of the Ceremony Rehearsal up to 1 hour
- **Wedding Day**
  - Up to 10 hours on-site coverage
  - Includes 1 Lead Coordinator and 1 Assistant
  - 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, and/or DIY Floral & Decor. Assembly of Items is not included.

Please inquire as to any additional fees for these services.\*