

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

Planning Sessions

- Kick-off Zoom Session to review Vision and Scope, Budget Creation, and Vision Board
- Zoom Planning Session to Discuss the Ceremony, Reception Events, Logistics and Important Details
- Zoom Planning Sessions every other month to keep Wedding planning on Track (To-do Check-ins) and updating the Timeline
- Wrap-up Session to finalize the Timeline and Vendor Details
- In-person or Virtual Venue Final Walk-through
- Includes communication through email, calls, and texts throughout the process

Venue and Vendors

- Assist Couple with Sourcing, Vetting, and Booking of 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

Timeline and Floorplan

- Create and Distribute Detailed Wedding Timeline to Venue and Vendors
- Assist with the Creation of the Floor Plan

Guest Relations and Wedding Party

- Assist with the Room Block Coordination
- Assist Couple with Transportation

Rehearsal and Wedding Day

Rehearsal

- Lead/Coordinate the Ceremony Rehearsal up to 1 hour

Wedding Day

- Up to 12 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 Bridal Bouquet, Bridesmaids' Bouquets, Corsages, and Pin Groom and Groomsmen Boutonnieres
- 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.*