



PLATINUM

Wedding Package

SERVICES

PRE WEDDING

- **We Provide:**
- Unlimited Client/Planner meetings
- Unlimited Vendor meetings
- Unlimited contact via email
- Monthly email check-ins to ensure the planning is running smoothly and on track.
- Receive a general planning checklist.
- Production of a detailed Wedding Day Itinerary
- Review vendor contracts
- Confirm arrangements; check delivery dates, arrival times, quantities of rentals, etc. with all vendors
- Detailed timeline will be sent one week prior to your wedding day to all vendors for review
- Confirmation of all wedding vendors
- Budget construction & analysis
- Assistance in arranging all transportation needs
- Favor assembly (not including cost of supplies)
- Assistance with wording of all stationary
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions
- Event design, theme, and decor assistance
- Tracking RSVPs
- Venue research and selection after understanding your vision, style, and budget
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- Full event design, theme, and concept development - we will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, lighting, favors, table design, linens, specialty rentals, save the dates.
- Assistance in scheduling alteration sessions with wedding planner attendance at all final fittings
- Negotiate special hotel rates and room blocks for our of town guests
- Assemble & deliver welcome baskets/gift bags (not including cost of supplies)
- Research activities and special events for out of town guests
- Rehearsal dinner location research, selection, and coord
- Budget management (includes tracking of all payments and due dates for vendors)
- Invitations assembly and mailing (postage not included)





WEDDING REHEARSAL & WEDDING DAY

Includes our one hour of Coordination for ceremony rehearsal. Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants.

We will also Collect/Coordinate final payments for specific vendors
Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

For Events with over 100 guests we will provide one assistant coordinator
Manage the flow and timing of the ceremony and reception (until cake cutting)

Act as a liaison between wedding party, family members, and vendors
Use of extensive Bridal Emergency Kit.
We'll be ready and available to solve any unexpected situations or emergencies

Ceremony

Coordinators services include; distributing bouquets and pin flowers on attendants & family members. Directing photographer, videographer, musicians, rentals, florist, etc. of where to set up. Overseeing setup of the ceremony to make sure all commitments are fulfilled. Distributing final payments and gratuities as needed to contracted vendors. Setting up all ceremony decor not handled by a specific vendor (i.e. guest signing item, programs, pictures, etc.) Directing Ushers with programs and seating distribution. Guiding Line up and cue wedding party/musicians for ceremony. Give marriage license to officiant & ensure wedding rings are present. Collect all personal wedding items and gifts and deliver to reception site.





COCKTAIL HOUR & RECEPTION

Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, disposable cameras, etc.)

Manage vendor set-up of reception and make sure all commitments are fulfilled

Bustle wedding gown

Line up and cue Bride, Groom, and wedding party for Grand Entrance

Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)

Cue Bride and Groom for all important events

Maintain & coordinate timeline for all events during reception

Stay in communication with banquet staff to ensure things are going smoothly

