

# Full Planning Package

This package is ideal for clients who need help creating their dream wedding from start to finish. We are here to take the stress away from you and create your ideal wedding based on your visions and your budget! All below offerings are included, but not limited to.

## Planning Process

- Complimentary Consultation
- Unlimited phone and email communication
- 5 planning meetings to be used at your discretion (in person or virtual)
- 1 final planning meeting approx. 1-2 weeks prior to wedding
- Budget review
- Monthly progress reports with budget and checklist updates
- Monthly/ bi-monthly checklists/to-do lists
- Wedding day timeline creation
- Research and recommendations on all vendors
- Vendor communication, coordination, contract reviews
- Assist in creation of decor, decor set-up, ceremony planning, floor plan,
- Assist with seating arrangements
- Assist in selection of invites, save-the-dates, programs, menu cards, place cards, etc.
- Catering + menu selection
- Assist with selection of decor and rentals
- Arrange transportation and hotel rentals
- Vendor contact lists
- Vendor confirmation and details run through (1-2 weeks prior)
- Venue walk through (must be included in one of your meetings)
- Assist in running rehearsal\*

## Day of Coordination:

- Wedding day timeline, managing timeline on wedding day
- Organization of wedding party on wedding day, arranging bridal party, cuing music, speeches, grand march, flower arrangements, etc..
- Greet/direct guests as needed
- Greet/direct vendors and help with any last minute logistics
- Secure cards/gifts in vehicle or location
- Oversee late night snacks
- Monitor end of night transportation
- Set up and tear down of all decor items for ceremony, reception, and any necessary items for bridal suite, etc.
- Distribute gratuity checks to vendors

## Add Ons:

- Rehearsal Coordination/On-Site Management
- Additional meetings/on-site hours

## Travel Fees:

\*\* Travel fees will incur for weddings more than 60 miles outside of my home office.

\*\*Hotel fees incur for weddings more than 100 miles outside of my home office.

Investment begins at \$5,000