



Full Planning & Coordination

This package is for the couple that wants personal assistance with planning every detail of their wedding from concept to execution. From start to finish we work with you to create a wedding experience that suits you perfectly.

- 2 hr. Ceremony rehearsal coordination
- 12 hr. wedding day service
- 8 face-to-face consultations (if required) to include meetings to establish vision, priorities, budget, decor styling, design, stationery, entertainment options, and photography
- Unlimited email & scheduled phone consultations
- Provide wedding checklist
- Provide Custom Budget & analysis
- Assistance with creation of theme, design & decor
- Assist with selection of vendors
- Research ceremony & reception sites
- Set up Venue tours & attend all tours
- Assist with development of seating chart
- Assist with menu and bar planning/selection
- Provide marriage license information (where to go & cost)
- Assistance with hotel accommodation for out of town guests or wedding night for bride and groom.
- Schedule and attend all vendor appointments as needed
- Prepare timeline for entire day of event including wedding ceremony and reception
- Distribute timeline and itinerary to all vendors
- Attend Venue meeting for Final Detailing, Site Walk-through, Review of Timeline and Details Checklist
- Provide preferred vendor list (Example, flowers, caterer, entertainment, photographer, specialty linens, hair & make-up, etc.)
- Floor plan Creation
- Contact all wedding party members to confirm arrival times at rehearsal and ceremony
- Confirm all wedding party members have possession of wedding attire



- Confirm details and arrival times of all vendors
- Follow-up calls and/or emails to all selected vendors
- Final consultation the week of the wedding confirming all details
- On-site supervision of ceremony site setup
- Processional coordination & placement for ceremony (Ready to walk down the aisle, in correct order, Groom in place, wedding gown train is properly in place & straight)
- On-site supervision of reception site setup
- Coordination Wedding Party entrance to reception
- Ensure all guests are seated at reception
- Confirm marriage license is signed by all required parties
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Coordination of ceremony & reception
- Cue services for the ceremony & Reception (e.g., musicians, special events /entertainment etc.)
- Distribute final payments and/or gratuity to vendors and service providers
- Gather all gifts and keepsakes for the Bride & Groom
- Act as a liaison between the client and the event vendors
- Provide access to a wedding day emergency kit

Additional Services that can be customized specifically for your needs can include:

- Assistance with selecting a wedding gown (Selection of Gown studio's & setting appointments, attending initial appointments, & fittings)
- Assistance with selecting Bridesmaids dresses (Selection of dress studio's & setting appointments, attending initial appointments, & fittings)
- Assistance with rehearsal dinner if required
- Recommendation for tuxedo studio's for Groom and groomsmen attire
- Special keepsake idea's
- Unique props suggestions for ceremony

We work with each of our clients to build an experience reflective of their individual personalities. We understand that no two events are the same; therefore, a custom quote is created for all "Services" after your initial consultation.

