



GENA B ' S E V E N T S
WE MAKE THE MAGIC HAPPEN

Partial Planning & Coordination

This package is for the couple that has already started the planning process, and has some things in place, knows what they want but needs help finding and coordinating reliable, quality vendors within their budget.

Description of Services:

- 2 hr. Ceremony rehearsal coordination
- 10 hr. wedding day service
- 6 face-to-face consultations to include meetings to establish vision, priorities, budget, decor styling, design, stationery, entertainment options, and photography
- Provide custom budget
- Unlimited email & scheduled phone consultations
- Provide recommendations to trusted vendors if requested
- Set meetings for Venue Tour and Selection (Up to 6)
- Prepare timeline for entire day of event including wedding ceremony and reception
- One Meeting for Final Detailing, Site Walk-through, Review of Timeline and Detail Checklist
- Set up meeting for Floral Design selection and Styling (Up to 3)
- One meeting to meet with Vendors per client's priorities and discretion (In person or via conference bridge)
- Provide preferred vendor list (Example, flowers, caterer, entertainment, photographer, Hair & makeup, Specialty linens, 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
- On-site supervision of reception site setup
- Ensure all items necessary for your event are in place (toasting glasses, guest book, etc.)
- Coordination of ceremony & reception
- Cue services for the ceremony (e.g., musicians, processional, special events, etc.)
- Cue services for the reception (e.g., musicians, special events/entertainment, wedding party entrance, etc.)
- Ensure all guests are seated for reception.
- Distribute final payments and/or gratuity to vendors and service providers
- Act as a liaison between the client and the event vendors
- Provide access to a wedding day emergency kit

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.

