

Full Planning

This package is curated for couples looking for a full service event planner. We will be with you every step of the way of your planning process to ensure that you enjoy your engagement and wedding day.

Planning & preparation

- Up to ten (10) in-person planning consultations
- Unlimited consultations via email and/or phone
- Unlimited vendor referrals
- Assist with budget and cost analysis with vendors' proposals
- Assist with developing seating arrangements for reception
- Assist with event floor plan
- Assist with menu tasting and details meeting with hotel or caterer
- Assist with selection of wedding attire and accessories
- Assist with selection of wedding favors
- Assist with wedding website
- Checklist of personal items needed for wedding day
- Coordinate the mock up session with the appropriate parties
- Manage budget spreadsheet for tracking
- Marriage License Information
- Personalized checklists and reminders
- Preparation of detailed wedding day timeline for vendors and bridal party
- Provide recommendations on event design/styling (i.e. color/themes, décor, ambiance, florals)
- Review final Banquet Event Order (BEO) from hotel or caterer
- Walk-through visit of ceremony and reception venues

other coordination services

- Assist with placing orders for all rental items needed
- Attend selected vendor meetings based on client's requests
- Communicate final head count to appropriate parties
- Create vendor list with contact information and provide to all necessary parties
- Distribute wedding day timeline to all vendors
- Request and obtain copies of insurance certificates if required by venue
- Research and recommend specific vendors that are needed for the event
- Review vendor contracts, deposits and payments
- Review vendor proposals and contract review
- Send final confirmations to all vendors one week prior
- Track all retainers/deposits, payments and due dates for all vendor payments

wedding rehearsal

- Direct wedding rehearsal
- Distribute wedding day timeline to wedding party
- Organize wedding party for line up and placement

wedding day

Full Day event coordination on-site to manage the wedding ceremony and reception

Assist guests with seating arrangements

Assist photographer with coordinating bridal party and guests for group photos.

Coordinate reception activities including grand entrance, first dance, toasts, cake cutting, etc.

Coordinate transport of gifts and personal items into designated vehicle or hotel room with bridal party

Distribute any final payments and/or gratuities to vendors on the day of

Final inspections on setup

Main liaison between all vendors and the client

Manage the overall timing of the event with the wedding party, family and vendors

Review reception activities and timing with MC/DJ or band

Set up of any special area for the guests (i.e. candy buffet, dessert buffet stations)

Set up of escort card table, gift table and guest book table.