

# Partial Planning

This package is curated for couples that has just started to plan for their wedding day or may need assistance beginning to plan for their wedding day. This is ideal for couples who wants to be hands on in the entire planning process but need guidance throughout the entire process.

## *Planning & preparation*

- Up to six (6) in-person planning consultations
- Unlimited consultations via email and/or phone
- Unlimited vendor referrals
- Assist with event floor plan
- Assist with menu tasting and details meeting with hotel or caterer
- Checklist of personal items needed for wedding day
- Manage budget spreadsheet for tracking
- Marriage License Information
- Preparation of detailed wedding day timeline for vendors and bridal party
- Review final Banquet Event Order (BEO) from hotel or caterer
- Walk-through visit of ceremony and reception venues

## *other coordination services*

- 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
- 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.