

Description of Services



FULL PLANNING SERVICES

Our Full-Service Wedding Planning includes every aspect of planning your wedding. No detail is left undone, as we'll be there every step of the way, from the moment you get engaged until you depart for your honeymoon. You will still actively plan your wedding, but we'll take the stress out of trying to find the time to get the tasks complete. You'll have the fun of selecting your favorite ideas and looks while we take care of ordering, confirming and directing.

This package includes (but is not limited to) the following:

Initial Planning and Guidance Meeting

- ❖ Unlimited meetings, phone, and email communications
- ❖ Completion of your bridal profile
- ❖ Development of wedding checklist
- ❖ Discussion, planning and management of your budget
- ❖ Review your ideas, dreams, and vision for the wedding and reception
- ❖ Create a personalized design concept
- ❖ Create budget; develop and manage deposit schedule and coordination of payments
- ❖ Venue insight, advise, comparisons and recommendations
- ❖ Review and selection of desired venues
- ❖ Arrange and attend venue previews
- ❖ Review and discuss your desired vendors
- ❖ Vendor referrals that fit your needs and budget
- ❖ Arrange and attend all vendor meetings
- ❖ Act as liaison between you and all vendors
- ❖ Provide list of accommodations for out of town guests
- ❖ Accompany bride and groom to choose attire for the wedding



FULL PLANNING SERVICES (continued)

Midway Planning and Guidance Meeting

- ❖ Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- ❖ Vendor follow-up and confirmations
- ❖ Review wedding checklist and revise
- ❖ Discuss favors for reception
- ❖ Assist with selection, ideas and wording for invitations, programs and save the date cards
- ❖ Assist with design and wording of menu cards and place cards
- ❖ Assist with design of seating chart

30 Days Prior to the Wedding Day

- ❖ Review all contracts and discuss to ensure no detail has been overlooked
- ❖ Finalize vendor list and times of deliveries
- ❖ Design a detailed timeline after meeting
- ❖ Discuss wedding ceremony, design and style as well as musical selections
- ❖ Discuss who will perform each task at the ceremony
- ❖ Design lineup of wedding party and discuss cueing
- ❖ Schedule and attend on-site planning meeting with venue
- ❖ Schedule and attend on-site planning meeting with caterer, florist and other vendors
- ❖ Design floor plan/seating chart for reception
- ❖ Rehearsal consultation, suggestions, guidance and design
- ❖ Plan to meet with groom and his parents to plan and design rehearsal dinner

Final Walk-through

- ❖ Meet at venue to discuss and finalize floor plan, menu and rain plan (if needed)
- ❖ Meet with florist to review plan and design for wedding and reception
- ❖ Meet with caterer and bar beverage service to finalize plans

Wedding Rehearsal

- ❖ Direct rehearsal flow, advice, coordinate and suggest ceremony details
- ❖ Transport items from rehearsal to wedding (size limits apply)

Wedding Day

- ❖ Wedding Consultant will attend / arriving 2-3 hours prior to wedding start time
- ❖ Direct Wedding Ceremony and Reception
- ❖ Oversee vendor arrival / main point of contact for vendors
- ❖ Ensure décor is set according to plan
- ❖ Transport items from ceremony to reception (size limits apply)
- ❖ Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast
- ❖ Design, direct and plan bride and grooms exit
- ❖ Distribute any remaining payments or gratuities to vendors as needed
- ❖ Assist Florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements
- ❖ Ensure timeline is followed and according to plan
- ❖ Handle any last-minute details as needed
- ❖ Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- ❖ Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.
- ❖ Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons



*Eliminate unnecessary stress by
hiring a professional wedding planner.*