

Full Service Wedding Planning Package:

*The whole "shebang" ... the entire kit - n - kaboodle ...
we're here for you!*

- Complimentary introductory in-person consultation
- Planner support via phone & email throughout entire planning process
- 40 hours of planning time with Pink Peony via phone, email or in-person (May include: planning consultations, vendor meetings, sending of invitations, wedding errands etc.)
- Research and recommend all venue and vendor options
- Creation and management of a personalized wedding checklist and budget review
- Coordination, communication and booking of all vendors and review of contracts
- Maintain contact with all vendors from time of booking up until wedding day
- Progress reports (monthly) with updated budget and wedding checklist
- Initial design consultation
- Attendance of final menu tasting
- Venue site visit and meeting 3 weeks prior to wedding date to discuss details, review vendor contracts, discuss day-of timeline and finalize BEO
- In-person meeting to prepare final day-of timeline, vendor contact list and setup list
- Final vendor confirmation and distribution of final timeline to vendors (1 week prior)
- Confirmation of ceremony & reception floor plans, seating arrangements and place settings
- Available for last minute errands the week of the wedding (i.e. delivery of welcome bags)
- Attend and run ceremony rehearsal (up to 1 hour)
- Organization and cuing of wedding party for processional on wedding day
- Distribute all flowers and help pin on boutonnieres

- Set-up of personal display and decor items for ceremony & reception (programs, place cards, guest book, photos, centerpieces)
- Management of transition between ceremony & reception (moving decor items, personal items and guidance of guests)
- Continued management of timeline throughout reception (timing of Grand Entrance, toasts, first dance, etc.)
- Cleanup of all personal items and gifts at conclusion of event (based on timing- additional hours may be required for full cleanup)
- Distribution of final payments/tips for vendors
- Day-Of wedding emergency kit
- Day-Of Coordination including up to **12 hours** onsite with 2 Coordinators
- Follow up with vendors after the wedding day

