

PINK PEONY

W E D D I N G S & E V E N T S

Full Service Wedding Planning Package:

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

- 12 months of planning time with Pink Peony
- Complimentary introductory in-person consultation
- Unlimited contact via phone & email from time of booking for advice, questions and guidance
- 10 hours of in-person planning time (may include: site visits, vendor meetings, sending of invitations, general planning meetings, 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
- Design (“mood”) board creation
- 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 (1 week prior to wedding)
- 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 to hotel)
- 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