



## Complete Wedding Coordination

We specialize in working with our clients through out the whole planning process.

The Complete Wedding Planning Package will assist you in the entire planning process, focus on design and decor, assemble

## Wedding Organization and Guidance

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- Complimentary consultation
- Unlimited hours of consultation via phone, email and meetings.
- Creation and maintenance of a your wedding budget and vendor contact list.
- Management of payment schedule to ensure the vendors are paid the correct amounts and on time.
- Creation and maintenance of a personalized wedding checklist. This will be updated and emailed out to you bimonthly highlighting areas for us to focus on.
- Etiquette advisement

## Vendor Selection

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- We will assist you in contracting (Included, but not limited to the following)
  - Ceremony Venue
  - Reception Venue
  - Photographer
  - Officiant
  - Videographer
  - Floral Designer
  - Rental Company
  - Hotel Block for Wedding Guests
  - Caterer
  - Bakery
  - Transportation
  - Ceremony Musicians
  - Band/DJ
  - Hair and Makeup
  - Stationery Designer
  - Photobooth
- All Appointment setting and confirmation with vendors
- Attendance of all requested meetings with vendors
- Contract review and guidance
- Access to our vendor discounts that have been pre-negotiation with recommended vendors
- Manage all communication with vendors

*www.lastingimpressionsweddings.com*

*Mail:* 3431 THE MALL - MINNETONKA, MN 55345

*Call:* 612-245-4791

*Email:* SARAH@LASTINGIMPRESSIONSWEDDINGS.COM

## Decor and Details

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- Assistance in developing a color scheme and decor ideas.
- Attendance and Assistance at our decor meeting with floral designers, linen companies and rental companies to turn your vision into a reality
- Assistance with Selection of all stationary items including, but not limited to:
  - Save the Dates
  - Invitations
  - Menu cards
  - Place cards
  - Programs
  - Calligraphy
- Guidance with choosing favors, wedding party gifts, wedding attire and out of town baskets
- Walk Through at Selected Venue to further discuss Design, Set Up, Floor Plan Diagram Layout, etc.
- Assistance in menu selection, attendance at tasting and finalization of the Banquet Event Order

## Finalization of Details

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- Reserve Wedding Night accommodations for bride and groom
- Assistance and Guidance writing your ceremony, ceremony music and marriage license requirements
- Final Timeline Preparation
- Distribution of the Day of Timeline to all Vendors the Week of Wedding
- Final Vendor Confirmations

## Wedding Week Coordination

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- Assistance in picking up any rental items or running last minute errands prior to the wedding .
- Deliver Out of Town Baskets to Hotel
- Rehearsal Coordination and Instruction
- Pick up of Stationary Items such as place cards, programs, menu cards, etc.
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as: Decor Items, Photographs, Guest Books, Favors, Toasting Glasses, Cake Serving Set, etc.

## Wedding Day Coordination

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- Complete wedding day coordination with two Coordinators.
- Greet and assist all vendors with proper set-up and design of ceremony & reception areas
- Set up all reception items including (but not limited to): Place cards, Guest book, favors, Photographs, candy bar, specialty linens, gift table, ceremony programs, menu cards.
- Be available to do last minute errands.
- Distribute and pin all corsages, boutonnieres, wedding personal flowers
- Act as the "Go-To" person for all vendors and wedding party to ensure the bride and groom can relax and enjoy their day.
- Communicate with all catering staff and banquet captain





- Make sure the ceremony and reception site set up is completed and decorated to your specifications.
- Manage the timing of events for the bride and groom, family, wedding party and vendors.
- Be there by your side and available for any emergencies - Emergency Kit is included and always with us
- Review seating assignment with ushers and be available for questions.
- Round up, line up and cue the Wedding Party when it's time to walk down the aisle
- Make certain that the ceremony musicians are cued appropriately to ensure correct pace and timing
- Make certain that all decor items from ceremony which will be reused at reception get to appropriate places
- Clean any of the "getting ready spaces" at ceremony site
- Make certain all candles are lit and last minute touches are done to the reception site
- Answer all guests' questions and concerns graciously throughout the day
- Coordinate all of your reception details - We will cue and prepare you through the evening:
  - Grand Entrance
  - Blessings and Toasts
  - Cake Cutting
  - First Dance, Father/Daughter Dance and Mother/Son dance
  - Garter Toss/ Bouquet Toss
- Ensure all vendors complete obligations and receive final payments at the completion of their job.
- Ensure the day runs on schedule to make sure you get all of your special touches in
- Keep track of, organize and pack everything up for you at the end of the evening
- Collect all of your wedding gifts, your guest book, pen, toasting glasses, cake top, table decor, etc and bring everything to your Honeymoon Suite, or Designated Car
- Ensure that the end of night transportation is running successfully

## *Optional Add-On's*

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- Attendance and Coordination at your rehearsal/welcome dinner
- Attendance and Coordination at your "Day after Brunch"
- Creating and Delivering Out of Town Baskets to Hotel
- Honeymoon Planning

