# All of the Above Event Planning







## Hello!



My wedding was a hot mess. I spent more time worrying whether or not my decorations were set-up just the way I had envisioned or if everyone was where they needed to be rather than just soaking in the day. Of course, at the end of the day, I got an amazing husband, but I still look back and wish I could have truly soaked in every moment on my wedding day.

I started All of the Above Event Planning because I want to help couples actually enjoy their wedding day. Most couples find themselves burnt out on their big day because planning a wedding can be overwhelming and stressful. That's where we come in! My team and I are a mix between Cinderella's fairy godmother and your on-call bff. We go above and beyond to make sure our clients feel heard and their needs are met. I look forward to helping make your wedding day magical!

-Alexandra

## Meet our Lead Coordinator!



Hi, my name is Alena! I have had a passion for weddings ever since I was a little girl! After I graduated with my Associate's degree in Marketing, I decided to pursue my passion for weddings and began working with Alexandra at All of the Above.

I started my career with All of the Above as an intern and have worked hard to become a Lead Coordinator with the company. I love helping couples bring their wedding day vision to life while making sure they feel stress-free and can simply sit back, and enjoy the ride! I can't wait to meet you and help you during your wedding planning process!

-Alena

## Wedding Day Management

This package is perfect for couples who did all the planning and need someone to carryout their vision! We will step in two months prior to your wedding day to assist with tying up the loose ends and creating your wedding day timeline, so all you need to do is show up and celebrate with your loved ones!

## Two Months Prior to Wedding

- Unlimited email correspondence
- Full access to a personalized wedding planning portal which includes a budget manager, planning checklist, wedding vision board, guest list tracker, and more!
- · Monthly check-ins
- Create detailed wedding day timeline
- One in person or virtual meeting to finalize wedding day details

### Week of Wedding

- Distribute wedding timeline to vendors
- Confirm arrival times for vendors
- Rehearsal Coordination

#### Wedding Day

- Complete wedding day management (up to 10 hours with lead planner + event coordinator)
- Act as point of contact for vendors, wedding party, and guests
- Distribute & pin all corsages, boutonnieres, and bouquets
- Handle any day of emergencies that may arise
- Ensure ceremony and reception site are setup to your expectations
- Manage wedding day timeline
- Greet guests and guide them to ceremony and reception spaces
- Line up and cue wedding party for ceremony processional
- Move any ceremony decor to reception space
- Coordination of grand entrance, speeches, and important dances
- Move cards & gifts to a secure location
- Deliver final payments and gratuities to vendors

### A la Carte

Looking to add a little extra magic to your wedding day? Maybe you would like additional assistance during your planning process? We offer a variety of a la carte options for couples to customize your package!

\*Pricing varies depending on selection.

- Delivery of breakfast & coffee to the wedding party
- Additional planning meetings
- Additional hours on your wedding day
- Coordinate a day after brunch
- Assemble welcome bags, wedding favors, etc.
- Assemble wedding party gifts
- Attend additional vendor meetings
- Manage guest RSVP's
- Design, plan, & coordinate bridal shower
- Set-up and tear down of wedding decor

Don't see what you're looking for? Just ask! We are happy to accommodate as best we can.

