

FULL PLANNING

For the couple that needs assistance from start to finish, we offer full planning services. From finding the perfect venue and vision creation, to budget management and handling logistics the day of the wedding, we are with you every step of the way to ensure a smooth and stress free process.

PHASE 1- PLANNING AND DESIGN

- + Venue research, tours, and recommendations based on location, budget, and style
- + Guidance on ideal vendors
- + Monthly in person meetings or phone calls (for out of town clients)
- + Vendor meetings
- + On-site venue visit
- + Design Sessions
- + Planning sessions
- + Monthly personalized "to-do" checklist
- + Full Planning Welcome Packet Sent
 - Recommended Vendor List
 - Month by Month Planning Checklist
 - Wedding Budget Breakdown (if applicable)
 - Establishing a Timeline Worksheet
 - Wedding Party Worksheet
 - Vendor Contact Sheet
 - Important People Contact Sheet
 - Personal Pack List
 - Wedding Day Inventory Checklist
- + Construction of Detailed Draft Timeline
- + Reminder "To-Do" checklist sent three months prior to the wedding
- + Assistance with finalization of all remaining wedding tasks
- + Unlimited contact and coordination with wedding couple and vendors in the three months prior to the wedding
- + Onsite visit to ceremony and reception site prior to wedding
- + Wrap up meeting to finalize all details
- + Gather all vendor contracts and create a Day of Wedding binder
- + Distribution of final timeline and confirming calls to all vendors leading up to the wedding
- + On-site ceremony rehearsal coordination
- + Work with officiant to run the rehearsal
- + Introduction to wedding party and families and communicate timeline details

PHASE II - YOUR WEDDING DAY!

Complete Wedding Management and Day of Execution (up to 12 hours with 2 coordinators)

- + On-site Coordination of Ceremony
- + Check to make sure someone has the rings
- + Check to ensure officiant has the marriage license
- + Ensure wedding party is in place and on time
- + Procession and Recession Coordination
- + Cue musicians if applicable
- + On-site Coordination of Reception
- + Vendor management
- + Guest management
- + Wedding party management
- + Timeline management
- + Set up of any personal items (i.e. escort cards, place cards, menus, favors, family photos, and card box)
- + Distribution of vendor final payments and tips
- + Ensure cards and gifts are with designated person