

# A Lovely Affair

This package is for the couple who has already started planning their event, but has realized how demanding & stressful the situation is becoming. The wedding planner can now step in with the following:

## Planning Services

- Complimentary Initial Consultation
- **(2-3) In person consultations** (up to 2 hrs. per consultation) To do the following:
  - Develop a detailed wedding day schedule for your ceremony, cocktail hour & reception
  - Create a ceremony outline for your processional & recessional
  - Compose detailed setup instructions
  - Create reserved cards for the ceremony
  - Review current vendor contracts & expectations of vendors
  - Assist with the seating chart & floorplan
  - Review all wedding details to make sure loose ends are secured
  - Visit your ceremony & reception site(s) for a final details meeting & to get a feel for your vision of the event
- Unlimited emails & phone calls regarding any aspect of your wedding (from the date of contract signing)
- Provide the bride & groom with a detailed task list of things to do before their wedding day
- Recommend vendors best suited for client's style & budget
- Contact all vendors confirming arrival time & communicate venue's procedures for unloading, setup & tear down
- Confirm all vendor orders & quantities on rental items
- Work with officiant in coordinating the ceremony
- Distribute client approved timeline to all vendors before your wedding
- Collecting items such as marriage license, guest book, favors, toasting flutes, candles & much more for your event
- Provide marriage license information

## Rehearsal Services

- Direction & orchestration of your wedding ceremony rehearsal with bridal party & families (up to 1.5 hours)
- Meet with flower girl & ring bearer & explain to them their important role in the wedding ceremony

## Wedding Day Services

- Onsite coordination & management of your wedding (up to 12 hours)
- (2) Assistant coordinators will be provided the day of the event. One assistant will be assigned to the bride. The other assistant(s) will help coordinate the

ceremony & reception(Additional assistants may be required for specific locations, larger weddings & multiple locations)

- Coordination of personal flowers for the bridal party ensuring the ladies have their corsages & bouquet & assisting with the pinning of boutonnieres on the men
- Assist with program distribution
- Assist with seating guests at the ceremony, especially for those with special needs
- Cueing musician(s) when the bridal party & bride walk down the aisle
- Coordinating ceremony & making sure that you are smiling & looking beautiful before you walk down the aisle
- Distribute final vendor payments/gratuities
- Provide an emergency kit filled with items for the bridal party (such as: sewing kit, lint brush, safety pins, stain remover, mints, Band-Aids & much more)
- Ensure proper set up of tables, chairs, décor (such as: escort cards, favors, menu cards & other table decorations)
- Manage catering staff regarding set ups & compliance of floorplans
- Guide & cue vendors for reception activities
- Guide & cue family and bridal party for reception activities
- Provide DJ/band with a list of songs requested from the bride & groom
- Provide the photographer with a list of pictures requested from the bride & groom
- Load up all of the gifts at the end of the wedding
- Supervise & assist with vendor cleanup

**Pricing depends on:**

**Specific Details/Individual needs**

**Amount of guests attending event**

**The location of ceremony & reception**

**How far in advance the services are secured**