

A Lovely Affair with Design

This package is for the couple who has already started planning their event, but has realized how demanding & stressful the situation is becoming. The couple also wants their event to be beautiful & cohesive; we can assist with design and décor. The wedding planner can now step in with the following:

Planning & Design Services

- Complimentary Initial Consultation
- **(6) In person consultations** (up to 2 hrs. per consultation) To do the following:
3 meeting will be utilized for design where we do the following:
**A sneak preview to your wedding day tablescape!*
 - We will meet to brainstorm ideas, & go over a questionnaire, while browsing through magazines & pictures
 - We will then meet with up to 2 florists & present them with your ideas & seek out the perfect linens for your tablescape
 - Then we will implement your design & present you with an amazing tablescape complete with candles, a floral centerpiece, linens & stationary samples.
- **3 Remaining meetings will be utilized for planning where we 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
 - Review all wedding details to make sure loose ends are secured
 - Visit 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
- Provide a detailed budget for the bride & groom
- 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

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 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 and bouquets and 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 banquet/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