



## **Concept to Completion Tier of Service**

**\*\*This service is offered for the planning of two events in the same weekend\*\***

- \* Unlimited access via phone, emails, text, scheduled in person meetings
- \* Assistance with venue selection & vendor selection
- \* Budget spreadsheet & guidance
- \* Scheduling of all vendor meetings
- \* Assistance with planning, logistics, and design of your (2) events
- \* Budget tracking
- \* Up to (10) hours of onsite wedding day coordination w/ (2) planners
- \*\*Additional hours billed at ILE's discretion\*\*
- \* (1) hour of ceremony rehearsal at venue
- \* Onsite coordination of your events you may host during your weekend
- \* Assistance with decisions: events designs, rental items, entertainment, photo/video, catering/bar service, menu selection, transportation, invitations, hotels, welcome bags
- \* Review your vendor contracts, insurance certificates, banquet event orders (BEO)
- \* Creation and facilitation of event(s) timeline(s) and logistics
- \* Implement timeline, logistics, staffing, responsibilities of stage & strike of the events



- \* Assistance with welcome bags assembly and delivery to (3) locations within proximity to each other
- \* Assistance with hotel room blocks and transportation
- \* Collect and coordinate final payments and gratuities for vendors (if applicable)
- \* Set up personal décor (Limited to the welcome table, escort cards, menus, ceremony items, assembled favors)
- \* Cue key moments (such as: ceremony processional, introductions, toasts/ speeches, first dances, cake ceremony)
- \* Manage any unforeseen occurrences the day of the event to the best of our ability
- \* Collect and pack up personal items before our departure of the event and leave with someone you have designated responsible
- \* Ensure you have a magnificent weekend!