# 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

## Full Service Planning

Our full service package is for couples who want to sit back and relax during the planning process and day of their wedding. We will take care of all of the details for you and make sure your wedding day dreams come true! All you need to do is show up and marry your best friend!

#### Planning & Design

- Access to preferred vendor list
- Up to (5) meetings to be used at your discretion (i.e. planning meeting, tastings, venue walkthrough, etc.).
- 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 and wedding to-do's
- Secure vendors + contract management & negotiation
- Manage correspondence with vendors
- Manage vendor payment schedule
- Assistance in developing a color scheme, theme, and decoration ideas
- Assist with selecting design & wording on save the dates, invitations, programs, etc.
- Assist with selection of decor & rentals
- Recommendations for favors, attire, welcome bags, gifts, etc.
- Determine ceremony processional order & offer guidance with wedding vows
- Arrange hotel accommodations
- · Coordinate rehearsal dinner
- Wedding website guidance
- Finalize ceremony, cocktail hour, and reception details
- Create detailed wedding day timeline
- One in person or virtual meeting to review wedding day timeline and finalize details.



#### Week of Wedding

- Distribute wedding timeline to vendors & wedding party
- Confirm vendor arrival times and finalize logistics
- Final venue walk-through to finalize layout
- Rehearsal coordination
- Collect items such as guest book, programs, bridesmaid gifts, etc. for wedding day

#### Wedding Day

- Complete wedding day management (up to 12 hours with lead planner + event coordinator)
- Act as point of contact for vendors, wedding party, and guests
- Available to assist with last minute errands (if requested)
- Distribute & pin all corsages, boutonnieres, and bouquets
- Handle any day of emergencies that may arise
- Setup and tear down of persona decor such as guest book, ceremony programs, place cards, etc.
- 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
- Coordinate with catering/ waitstaff to confirm food timing
- Coordination of grand entrance, speeches, and important dances
- Move cards & gifts to a secure location
- Tear down personal decor (i.e. guest book,) and deliver 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.

