



Collaboration Tier of Service

**** This service is offered for the planning of the wedding only ****

- * Unlimited access via email, text, phone, (4) scheduled in person meetings
- * Assistance with selection of all vendors
- * Budget spreadsheet & guidance
- * Scheduling of all vendor meetings
- * Assistance booking transportation
- * Up to (10) hours of onsite wedding day coordination w/ (2) planners
- ** Additional hours billed at ILE's discretion**
- * (1) hour of rehearsal at venue
- * Assistance with decisions: event design, rental items, floral design, hair/make-up, entertainment, photo/video, catering/bar service
- * Review vendor contracts, insurance certificates and banquet event order (BEO)
- * Implement timeline, logistics, staffing, responsibilities of stage & strike of the events
- * Contract and/or banquet event order (BEO) review
- * Creation and facilitation of wedding day timeline and logistics
- * 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 your event to the best of our ability
- * Collect and pack up personal items before our departure and leave with someone you have designated responsible
- * Collect and coordinate final payments and gratuities for vendors (if applies)
- * Ensure you have a magnificent day!