



Free consultation

**Full planning service package – Contact for pricing**

50% non-refundable deposit is required to book, 50% due 30 days prior to event.

Main contact for day of event:

- Senior planner for 10 hours – A personal assistant for the bride and groom
- One Assistant planner (time as needed)

Meetings included:

- One initial meeting
- Within sixty days of event
- Walkthrough within thirty days of event
- Attendance at unlimited venue tours/site visits
- Attendance at unlimited vendor meetings/consultations

Scheduling and management of vendor meetings/consultations

Scheduling and management of venue tours/site visits

Contract review and management for all vendors

Complete budget management and guidance

Payment management

Guest list and head count management

Personalized checklists

Vendor and venue quote retrieval and pricing

Vendor management from beginning to end

Complete design assistance

Floor plan design/layout

Vendor recommendations

Creation and distribution of timeline to vendors

Coordination and organization of ceremony rehearsal

Direction & execution of ceremony

Organization of vendor walkthrough thirty days prior to event

Setup of décor & personal/non rental items for ceremony & reception

Breakdown of décor & personal/non rental items

Assistance in assembly & distribution of welcome bags

Last minute errands