



Free consultation

Partial 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 up to 3 venue tours/site visits
- Attendance at up to 5 vendor meetings/consultations

Scheduling and management of up to 5 vendor meetings/consultations

Scheduling and management of up to 3 venue tours/site visits

Contract review and management of up to 5 vendors

Vendor recommendations

Creation and distribution of timeline to vendors

Coordination and organization of ceremony rehearsal

Direction & execution of ceremony

Complete vendor management starting sixty days out

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