



## **Full Wedding Planning (Full day wedding planning services)**

(hereinafter, "Attachment C")

### **Pre-Wedding Consultations**

Max 10 consultations (some may be via Facetime/Skype)

Up to 4 venue visits plus 1 final venue visit 6-8 weeks prior to wedding to nail down layout and details

Unlimited total emails (with the understanding that phone calls and emails will only be addressed during normal business hours)

### **Vendor Recommendations + Booking**

Receive a full list of our recommended vendors + help with contacting and booking them

### **Budget Management**

Help to delegate what portion of your budget should go where

### **Create a design + inspiration board**

We'll work together to gather inspiration and make sure your vision comes together

### **Attend Select meetings with other vendors/Service providers**

With reasonable notification of meetings, we will attend one meeting with each of the following vendors:

Wedding Dress

Caterer

Band/DJ

Cake (if separate from caterer)

Florist or another vendor of your choice

### **Day of Timeline + Layout assistance**

Provide assistance with the layout of the reception space

We will create a day of timeline that begins with the rehearsal day and ends at tear down of the reception venue

### **Rehearsal Day Coordination**

Book + Organize the Rehearsal

Work with the officiant to choreograph wedding ceremony, processional and recessional

Remind the wedding party of where they need to be on the wedding day and at what time



Transport any ceremony/reception décor to necessary locations

### **Pre-Ceremony Coordination**

Decorate ceremony and/or reception space

Free use of Up to 30 Centerpieces to be used on Guest tables from our inventory

Ensure that all flowers arrive on time for the wedding party

Gather bride bridal party and immediate family for photos

Make sure the groom and groomsmen are dressed and on time

Communicate any last-minute changes to the wedding party

Contact all vendors to establish relationships

Ensure florist has delivered and set up all ceremony & reception floral arrangements

Set up programs and other ceremony items i.e. guest book unity candles important signs and send off items

Ensure that the ceremony musicians have arrived and direct them to their location

Ensure that ushers/groomsmen arrive on time and are ready to escort guests

Handle and emergencies that may arise

### **Ceremony Coordination**

Line up the bridal party for entrances down the aisle

Cue the ceremony musicians when bridal party is ready to begin processional

Gather family and bridal party for photos after the ceremony

Help clean up and tear down ceremony space

### **Reception coordination**

Ensure proper flow of cocktail hour food and drinks

Help guests locate their escort cards and tables

Encourage guests to take their seats at the appropriate time

Locate bride groom and bridal party and instruct them on where to go for photos

Cue band/DJ when majority of guests have taken their seats and couple is ready to be announced

Cue all specialty dances and wedding events

Cue father of the bride best man and maid of honor when they are about to be introduced for toasts or dances



Know the catering service's schedule and help ensure that guests are served at the appropriate time and follow through with vendor meals

Remain easily accessible throughout the entire event to handle questions or emergencies

Collect gifts and personal décor items and ensure they reach the designated family member, room, and/or vehicle as pre-designated

Collect rental items for return to return after the wedding

Coordinate reception departure transportation and/or send off

Clean up and tear down reception venue space

Pre-Check bride & groom into honeymoon suite