



WEDDING PLANNING SERVICES

- Assist with Event Design/Décor
(Includes providing design board with ideas for floral, linens, rentals, stationery, etc. plus ordering linens and rentals)
- Arrange & Attend Vendor Appointments
(DJ/Band, Photographer, Videographer, Ceremony Musicians, Stationery, Favors, Bridal Attire, Bridesmaid Attire, Men's Attire, Officiant, Lighting, Hair Stylist, Makeup Artist, etc.)
- Review Vendor Contracts Prior to Signing
- Manage Budget & Track Payments and Due Dates
- Aid in Selection of Favors, Bridal Party Gifts, etc.
- Book Accommodations for Out-of-Town Guests
- Book Transportation
- Aid in Selection of Save-the-Dates, Invitations, Programs, and all other printed items
- Assist with Menu Selection & Details
- Track Invitation Responses
- Assemble & Deliver Guest Welcome Bags (excludes cost of bags and items in bags)
- Website Set-up
- Rehearsal Dinner Design and Coordination
- Day after Wedding Brunch Design and Coordination
- Activities Day Coordination (ex. Spa/Golf Day)
- Final Prep
 - Provide Blank Budget Template
 - Provide Wedding Checklist Template
 - Refer Necessary Wedding Professionals (excludes any appointments with vendors)
 - Meeting One Month Prior to the Wedding at Venue to Finalize Details
 - Confirm All Vendor Load-in & Load-out Times As Well As Their Services/Products 2-3 Weeks Prior to the Wedding
 - Verify Final Guest Count with Venue and Other Relevant Vendors 2-3 Weeks Prior to the Wedding
 - Attend and Direct Wedding Rehearsal
 - Create Entire Wedding Day Timeline and Email to Vendors At Least One Week Prior to the Wedding
 - Assist with Ceremony & Reception Diagram/Layout
 - Provide Seating Chart Template
 - Assist Bride and Groom Throughout the Wedding Day
 - Ensure Correct Setup of Ceremony Site (florals, lighting, sound, programs, chairs, etc.)
 - Ensure Correct Setup of Cocktail Hour and Reception (tables, chairs, linens, menus, table numbers, place cards, DJ/Band, florals, favors, etc.)

NOTE: Every wedding Includes Event Planner and at least 1 Additional Assistant for the Wedding Day

PRICES RANGE FROM \$1500-\$10,000 DEPENDING ON THE SERVICES YOU CHOOSE AND WHETHER YOU WORK WITH AN ASSOCIATE PLANNER OR AN OWNER.