



## COMPLETE LIST OF PLANNING SERVICES

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Every client will receive a personalized proposal based on the services requested.

### Please choose from the following planning services:

- Final Prep (included in all proposals; price is \$1950. \*\*See page 2 for Final Prep details.)
- Help with Venue Selection
- Assist with Event Design/Theme/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 & 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
- Rehearsal Dinner Design and Coordination
- Day after Wedding Brunch Design and Coordination
- Website Set-up
- Activities Day Coordination (ex. Spa/Golf Day)

- All proposals Include Event Producer plus at least 1 additional coordinator for Wedding Day





## FINAL PREP INCLUDES

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- Refer All Vendors (excludes arranging or attending vendor appointments)
- Confirm All Vendor Load-in & Load-out Times As Well As Their Services/Products
- Verify Final Guest Count with Venue and Other Relevant Vendors
- Attend and Direct Wedding Rehearsal
- Create Entire Wedding Day Schedule
- Provide Ceremony & Reception Diagram/Layout
- Assist Bride and Groom Throughout the Day
- Coordinate & Ensure All Vendor Arrivals and Set-up
- 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.)
- Includes Event Producer plus at least 1 additional coordinator for Wedding Day

