



Full Service Package “Timeless Moment”

This package is for the couple that wants us to plan and execute every detail of their wedding from picking out invitations and by to ceremony coordination and reception departure. Many engaged couples are full-time college students, while other couples are just too busy with work schedules and simply don't have the time to plan their dream wedding. Whatever the case may be, we can plan and execute your entire day. All you have to do is show up and say “I do.”

We will attend all final vendor meetings as well as coordinate the wedding rehearsal and wedding-day activities. No wedding is too big or too small for this package. This package is your guide to an easy and stress-free engagement!

Two-hour Complimentary Consultation for Planning and Guidance

- Completion of your bridal profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the wedding and reception
- Review desired locations, options along with pros and cons of each site
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of wedding
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting
- Arrange and attend all vendor meetings (limit 3 appointments)
- Arrange and attend Venue previews (limit 3 previews)
- Determine your goals for the wedding
- Create a personalized design concept
- Planning, development and management of wedding budget
- Monthly review of budget and revise as needed
- Prepare calendar of payments, deadlines and appointments
- E-mail reminders of monthly deadlines
- Provide complete wedding planning checklist
- Act as liaison between you and all vendors
- Assist with design of Wedding and Grooms cakes (if desired)
- Offer Guidance with proper etiquette
- Provide information on obtaining marriage license upon request
- Recommend State of the Art Lighting and Audio applications
- Provide list of accommodations for out of town guests (limit 3 hotels)
- Accompany bride and groom to choose attire for the wedding (limit 3 shops)

Midway Planning and Guidance Meeting

- Review Vendors selected for services, review services included by each
- Review Venue selected and discuss floor plan, rain plan and layout
- Review items included in Venue contract

- Provide customized list of additional items needed
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting
- Vendor follow-up and confirmations
- Review all vendor contracts and discuss
- Review wedding checklist and revise
- Discuss Favors for reception
- Assist with selection, ideas and wording for invitations, programs and save the date cards
- Assist with design and wording of menu cards and place cards
- Assist with design of seating chart

Final Planning and Guidance Meeting with Review of overall Plan

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize vendor list and times of deliveries
- Advise on structure of timeline
- Highlight and discuss items needed to be included in timeline
- Discuss wedding ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design lineup of wedding party and discuss cueing
- Design and supply detailed timeline after meeting
- Schedule and attend on-site planning meeting with venue
- Schedule and attend on-site planning meeting with caterer, florist and other vendors
- Design floor plan for reception
- Wedding ceremony consultation, guidance and design
- Rehearsal consultation, suggestions, guidance and design
- Make arrangements to meet with groom and his parents to plan and design rehearsal dinner

Final Walk-through

- Meet at venue to discuss and finalize floor plan, menu and rain plan
- Meet with florist to review plan and design for wedding and reception
- Meet with caterer and bar beverage service to finalize plans

Wedding Rehearsal

- Wedding Planner will attend for (limit two-hours)
- Direct rehearsal flow, advice, coordinate and suggest ceremony details
- Discuss who will be responsible for rings and other ceremony duties
- Transport items needed to ceremony site (height/weight restrictions).

Wedding Day

- Wedding Planner will attend / arriving 2-3 hours prior to wedding start time
- Direct Wedding Ceremony and Reception
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items from reception site (height/weight restrictions).
- Direct reception flow with introduction of bride and groom, first dance, cake cutting and toast

- Design, direct and plan bride and grooms exit
- Deliver snacks and beverages to wedding party (additional fee for snacks and beverages)
- Greet guests at the reception and offer any necessary direction (if desire)

Wedding Day continued

- Distribute any remaining payments or gratuities to vendors as needed
- Assist Florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements
- Bustle bridal gown for reception (ceremony and reception)
- Ensure timeline is followed and according to plan
- Oversee vendors clean-up
- Services available for up to 10 hours of wedding
- Handle any discrepancies, last minute details, bridal party issues or tardy vendors as needed
- Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.
- Box up all remaining cake, prepare to go meal if needed, and distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons

Note:

Included in the Full Service Package are unlimited e-mails. Limited phone calls during normal business hours (Monday- Friday 10:00 am to 4:30 pm). Always included in packages: Use of Wedding Emergency kit,

We recommend adding a second wedding assistant for weddings of 100 or more guests. For intensive décor and set-up, more staff may be required. Extra staffing priced upon request.
