



## *Partial Service "Peace of Mind" Package*

Our Partial Wedding Planning differs from some, we choose to let you decide what you need from us for your Wedding Planning. Partial Wedding Planning involves limited use of our planning services such as; you may only need us to provide you with preferred vendors, itineraries, rehearsal and the ceremony coordination, but not the reception or perhaps you may only need help with planning the ceremony and reception, but not to help with the *Day-of*.

Partial Planning is based on your specific needs, so a consultation is required.

If you are interested in Partial Wedding Planning, please contact us, as Partial Wedding Planning can take anywhere from 1 to 12 months to plan, depending on your wedding event size and details.

### **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
- Client will arrange vendor meetings and planner will attend (limited to 3 meetings)
- Client will arrange venue previews and planner will attend (limited to 3 previews)
- Determine your goals for the wedding
- Create a personalized design concept
- Assist with design of Wedding and Grooms cakes (if desired)
- Offer Guidance with proper etiquette when needed
- Provide information on obtaining marriage license on request

### **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

## 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 (limited 3 meetings)
- Schedule and attend on-site planning meeting with Caterer, Florist and other vendors
- Design floor plan for reception
- Wedding ceremony consultation, guidance and design

## Wedding Rehearsal

- Attend wedding rehearsal (limited two hours) to ensure all participants understand their responsibilities and are aware of the flow of the ceremony
- 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 and to reception 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 needed to ceremony site and to 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)
- 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 when needed
- Bustle bridal gown for ceremony and ceremony
- Ensure timeline is followed and according to plan
- 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, distribute favors to guests.
- Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons
- Greet guest at reception and offer any necessary directions (if desired)

### Note:

Included in the Peace of Mind 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 two additional assistants for large events and for events with extensive detail, decorating and set-up requirements. Priced upon request.