

Enchanting Package

Full Wedding Planning

If you like the peace of mind that comes with having an experienced planner by your side throughout the entire planning process, making sure no detail is overlooked, this package is for you. We will work closely with you to create a plan of action bringing your personality, style and ideas to life. We work with some of the best vendors in the area who will assist in making your vision a reality. Our goal is to take the stress out of planning so you can enjoy this wonderful time. Our fee is primarily based on a percentage of the event budget.

During Planning

- ☞ Set up an initial consultation with you to explain our fees and services
- ☞ Be available to you by phone or email to answer any questions you may have
- ☞ Plan 10 update meetings with you (Can be done by phone unless otherwise noted)
- ☞ Assist with ceremony and reception location
- ☞ Assist with budget preparation and management
- ☞ Assist with theme development
- ☞ Assist with bridal attire selection
- ☞ Assist with design and wording for save the dates, invitations and programs
- ☞ Assist with vendor selections including scheduling and attending appointments
- ☞ Assist with party favor and special gift selections
- ☞ Review and coordinate with all vendors regarding contracts and scheduling
- ☞ Assist with hotel accommodations for out of town guests
- ☞ Schedule and attend a final location walk through one month out
- ☞ Create a master list of all vendors and other important wedding contacts, including wedding guest list
- ☞ Develop and distribute wedding day timeline to all vendors
- ☞ Create layouts for ceremony and reception sites
- ☞ Assist in coordinating all pre-wedding functions

Rehearsal

- ☞ Assist with rehearsal dinner planning and attend for complete coverage
- ☞ Coordinate the wedding rehearsal

Wedding Day

- ☞ Be available for unlimited hours to coordinate your wedding day from start to finish
- ☞ Be the key contact for vendors and ensure they are completing all tasks
- ☞ Provide onsite crisis management if any issues arise
- ☞ Coordinate vendor and décor setup at ceremony and reception sites
- ☞ Organize and distribute all flowers to the wedding party, family and special guests
- ☞ Check for any items necessary to properly conduct the ceremony
- ☞ Oversee ushers, readers, musicians, program and guest book attendants
- ☞ Properly line up processional and cue musicians
- ☞ We will assist with signing of marriage certificate
- ☞ Assist guests with reception seating
- ☞ Be the liaison to caterers and/or banquet manager
- ☞ Coordinate entertainment and all announcements/events during reception
- ☞ Distribute vendor gratuities and final payments
- ☞ Pack up all personal items at the end of the event (gifts, décor, etc)
- ☞ Coordinate your grand exit

Fees for services listed above is \$4,000. Any assistance needed outside of the services listed above may incur additional fees based upon client's needs.