

## Platinum Package

### Partial Wedding Planning

This service is for the couple who desires the guidance of a wedding planner throughout the planning process but still wants to plan the details on their own. Your planner will help bring your ideas together and create the magical day you have always dreamed of.

#### 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
- ☞ Have 5 update meetings (Can be done by phone unless otherwise noted)
- ☞ Assist you with program layout and wording
- ☞ Schedule and attend a final location walk through one month out
- ☞ Confirm with all vendors one week out
- ☞ Create a master list of all vendors
- ☞ Develop and distribute wedding day timeline to all vendors
- ☞ Create layouts for ceremony and reception sites
- ☞ Advise on all pre-wedding functions

#### Rehearsal

- ☞ We will organize 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
- ☞ Provide a wedding day emergency kit
- ☞ 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
- ☞ 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 \$2,400. Any assistance needed outside of the services listed above may incur additional fees based upon client's needs.**