

# A Lavish Affair

This package is for the couple who would like to see all of their wedding needs met from the moment they get engaged to the grand exit, and everything in between.

## Planning Services

- Complimentary Initial Consultation to discuss wedding style & budget
- **(Up to 12)** In person consultations/Vendor appointments (During these appointments we will meet to discuss: vendor referrals, budget planning, venue selections, invitations, design & décor, flowers, etiquette advice, entertainment, catering & menu development, wedding cakes, photography, lighting, videography, transportation, your wedding dress, out of town guest coordination & your wedding day timeline)

### **2 meetings will be utilized for site visits where we do the following:**

- ♥ We will meet to discuss your needs & wants of your dream location; ceremony & reception location(s) & present you with options to visit (up to 10 locations)
- ♥ We will then visit your top 2 locations to assist you with your decision

### **4 meetings will be utilized for specific vendor meetings where we do the following:**

- ♥ We will meet with your stationary designer to assist you with creating a custom suite for all of your wedding paper pieces
- ♥ We will meet with your cake baker to assist you with designing your perfect wedding cake
- ♥ We will attend the tasting & final details meeting at your selected wedding venue
- ♥ Last meeting can be the client's choice, ie. final fitting, specialty rentals meeting etc.

### **3 meetings will be utilized for floral design where we do the following:**

- ♥ We will meet to brainstorm ideas, & go over a questionnaire, while browsing through magazines & pictures
- ♥ We will then meet with 2-3 florists & present them with your ideas & seek out the perfect linens for your tablescape
- ♥ Then we will implement your design & present you with an amazing tablescape complete with candles, a floral centerpiece, linens & stationary

### **3 meetings will be utilized for planning meetings where we do the following:**

- ♥ Develop a detailed wedding day schedule for your ceremony, cocktail hour & reception
  - ♥ Create a ceremony outline for your processional & recessional
  - ♥ Compose detailed setup instructions
  - ♥ Create reserved cards for the ceremony
  - ♥ Review current vendor contracts & expectations of vendors
  - ♥ Review all wedding details to make sure loose ends are secured
  - ♥ Visit your ceremony & reception site(s) for a final details meeting & to get a feel for your vision of the event
- Unlimited emails & phone calls regarding any aspect of your wedding (from the date of contract signing)
  - Provide a detailed budget for the bride & groom
  - Recommend vendors best suited for client's style & budget
  - Provide the bride & groom with a detailed task list of things to do before their wedding day
  - Assistance with creating a wedding website
  - Assist with color scheme, centerpieces & décor for your wedding
  - Assist with wording & proofing of stationary (such as: Save the date cards, wedding programs, menus & invitations)
  - Assist with creation of a reception floorplan
  - Assist in finding accommodations for out of town guests
  - Contact all vendors confirming arrival time & communicate venue's procedures for unloading, setup & tear down
  - Confirm all vendor orders & quantities on rental items
  - Distribute client approved timeline to all vendors before your wedding
  - Work with officiant in coordinating the ceremony
  - Collecting items such as marriage license, guest book, favors, toasting flutes, candles, & much more for your event
  - Provide marriage license information

### Rehearsal Events

- Direction & orchestration of your wedding ceremony rehearsal with bridal party & families (up to 1.5 hours)
- Meet with flower girl & ring bearer & explain to them their important role in the wedding ceremony

### Wedding Day Events

- Onsite coordination & management of your wedding (up to 12 hours)
- (2) Assistant coordinators will be provided the day of the event. One assistant will be assigned to the bride. The other assistant will help coordinate the ceremony & reception. (Additional assistants may be required for specific locations, larger weddings & multiple locations)
- Coordination of personal flowers for the bridal party ensuring the ladies have their corsages and bouquets and assisting with the pinning of boutonnieres on the men

- Assist with program distribution
- Assist with seating guests at the ceremony, especially for those with special needs
- Cueing musician(s) when the bridal party & bride walk down the aisle
- Coordinating ceremony & making sure that you are smiling & looking beautiful before you walk down the aisle
- Distribute final vendor payments/gratuities
- Provide an emergency kit filled with items for the bridal party (such as: sewing kit, lint brush, safety pins, stain remover, mints, band-aids & much more)
- Ensure proper set up of tables, chairs, décor (such as: escort cards, favors, menu cards & other table decorations)
- Manage banquet/catering staff regarding set ups & compliance of floorplans
- Guide & cue vendors for reception activities
- Guide & cue family and bridal party for reception activities
- Provide DJ/band with a list of songs requested from the bride & groom
- Provide the photographer with a list of pictures requested from the bride & groom
- Load up all of the gifts at the end of the wedding
- Supervise & assist with vendor cleanup

**Pricing depends on:**

**The amount of guests attending the wedding**

**The location of ceremony & reception**

**How far in advance the services are secured**

**Whether you choose the Principal Planner or one of our Associate Planners**

**If you add on any a la carte amenities**