



Hope Package (Partial Wedding Planner)

Ideal for couples who need most assistance during the last three months of their wedding planning to help tie any loose ends of their wedding details

Phase 1: Upon booking to 3 months prior to wedding

- Complimentary One Hour Consultation to Discuss Design and Budget
- Submit about 2-4 referrals for all vendor services needed
- Monthly planning checklist goal setting and review
- Unlimited email Communication

Phase 2: 3 months prior to wedding

- Up to 5 client/vendor meetings
- Décor and layout assistance
- Guidance in Areas You Still Have Left to Complete
- A One Hour Site Inspection at Ceremony and Reception venue
- Personalized Timeline of Scheduled Wedding Events
- Assists couple on Seating Arrangements Personalization
- Assists couple on ceremony line-up development
- Assists couple on creating personalized Ceremony & Reception Programs
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Review Vendor Deposits & Payments Due
- Venue Liaison & Review Banquet Event Order

- Arrange the delivery of welcome bags for out of town guests
- Unlimited Communication Via Email

Phase 3 - Wedding Weekend

- Coordination of rehearsal upto 1 hour
- Assigned Day of Coordinator on wedding day upto 8 hours of service
- Supervise vendor setup of décor & rental items at ceremony & reception
- Attend to any requests of the bride & groom
- Ensure all wedding party personal floral is distributed
- Ensure all vendors receive final payments and gratuities from client
- Cue wedding party for procession
- Ensure the Wedding Day timeline execution
- Serve as point person for all vendors—cueing timing throughout event
- Handle All Personal Items for Ceremony & Reception from set-up to breakdown (guest book, toasting flutes, favors, etc.)
- Return or deliver at suite all supplies and gifts to couple or to assigned individual by couple

Package starts at \$1,200

- Package is based on guest list of 70
- Package is based on a 5-hour event
- Additional Charges may apply on certain conditions

