



Love Package (Complete Wedding Planner)

This service is catered to busy couples who need professional assistance in all aspects of their wedding planning and throughout their wedding planning process

Phase 1: Upon booking to 4 months prior to wedding

- Complimentary One Hour Consultation to Discuss Design and Budget
- Bi-monthly/monthly meetings to discuss planning updates and planning goals
- Request quotes/pricings from vendors for needed services
- Schedule and attend vendor meetings with clients
- Room Block and Transportation Coordination
- Unlimited Communication Via Email

Phase 2: 2-4 months prior to wedding

- Marriage License Information
- Bi-monthly/monthly meetings to discuss planning updates and planning goals
- Assists couple on creating personalized Ceremony & Reception Programs
- Assists couple on ceremony line-up development
- Seating Chart and Floor Plan Design
- Room Block and Transportation Coordination
- Unlimited Communication Via Email

Phase 3: 1 month prior to wedding

- Schedule a Final Walk-thru with venue and client
- Manage Guest List and RSVPs and relay Final Head Count
- Personalized Timeline of Scheduled Wedding Events
- 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 gift bags for out of town guests
- Unlimited Communication Via Email

Phase 4 - Wedding Weekend

- Coordination of rehearsal upto 1 hour
- Assigned Day of Coordinator on wedding day upto 10 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 \$2,200

- Package is based on guest list of 70
- Package is based on a 6-hour event
- Additional Charges may apply on certain conditions

