



## 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 Full Day Wedding Coordinator for 9 hours and Assistant DOC for 4 hours on wedding day
- 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 \$1,350**

- \$300 Initial deposit required
- Package is based on guest list of 75
- Additional Charges may apply on certain conditions

