

FULL PLANNING

You want to be at ease knowing there is someone by your side for the entire duration of the planning process. Someone who will guide you through the ins and outs and lets you enjoy the experience. In this package couples will receive the following services:

- Creation of wedding planning timeline/schedule + wedding checklist
- Creation and tracking of budget
- Creation of 2-3 vision boards to choose from showcasing the style/tone for the wedding
- Establishing priorities, developing an estimated budget and budget tracker
- Outsourcing/negotiating ceremony + reception venue
- Unlimited correspondence between vendors
- Give vendor recommendations/outsource + negotiate pricing and bookings
- Contract reviewing + vendor management (including COVID clauses)
- Discuss the creation and execution of a design scheme
- Tracking of guest RSVP's + assistance with organizing the seating chart
- Suggestions of wedding favors & accessories
- Coordinating out of town guest accommodations, wedding day transportation + child care
- Marriage License info
- Unlimited general advice and consultation
- 2 meetings per month and unlimited email coordination time
- Confirming all details with the appropriate vendors prior to the wedding
- Creation of ceremony + reception layouts + floor plans
- Create draft schedule for the day of the wedding 1 month in advance
- Finalize day of itinerary 1 week before the wedding
- Email final itinerary to all relevant vendors and discuss
- Facilitating the ceremony rehearsal

The Full Planning Package also includes all of the listed services for the Month/Day of Coordination (see last page)

PRICE \$5200

Additional assistants are may be required based on the guest count and intricacy of set up. \$120 per extra assistant.

