



FULL WEDDING PLANNING

- ❖ Complimentary Initial in-person consultation
- ❖ Fee for additional in-person consultations on the as-needed basis
- ❖ Create budget and monitor spending
- ❖ Monthly consultations starting up to 1 year and ½ prior to your wedding date.
- ❖ Review wedding style, theme, decorations ideas, vision, and color choices for wedding and reception
- ❖ Help research and book your venue that match your budget
- ❖ Unlimited planning advice via telephone, Skype and e-mail consultations
- ❖ Discuss additional services such as rentals, valet, security, lighting, beverage, entertainment etc.
- ❖ Additional in-person consultation one week prior to the wedding
- ❖ Creating and coordinate an overall design for the wedding
- ❖ Research and book reliable wedding vendors, products and services for all aspects pertaining to your wedding to match your budget and style (caterer , florist..)
- ❖ Vendor coordination, check contracts, coordinate the provision of services
- ❖ Organize and monitor couple's gift registries and Favors
- ❖ Coordinate and confirmed hair appointments, makeup appointments, manicures and others....
- ❖ Discuss guest count, seating chart, menu/meal selections, and floor plan
- ❖ Prepare and share timeline with you, the wedding party, the vendors and your
- ❖ Check in and monitor the arrival time and details with all vendors and rental company as the day approaches
- ❖ Confirm arrival with all parties and solve any issue day before the wedding
- ❖ Attend and direct the ceremony rehearsal
- ❖ Provide day-of assistance for wedding ceremonies and receptions
- ❖ Coordinate after wedding thank you notes