



Complete Planning

THE BASICS

This Love couples are given access to our online wedding management system that includes checklists, a message center, and allows for document sharing. This Love's agreements and invoices will be sent electronically. Your Lead Planner will be available to meet face-to-face and communicate via email, phone and Google Hangout.

Venue Selection

Arrange and attend up to three venue visits.

Schedule + Attend Appointments with Wedding Professionals

Refer and assist you in the selection of your entire wedding professionals based on your specific needs and budget.

Review Wedding Professional Contract

Prior to signing, review proposals and terms of final contracts. Make recommendations to ensure fair industry pricing and practices.

Manage Budget + Track Payments

Provide a custom budget tracking worksheet and send payment reminders throughout the planning process.

Reserve Transportation

Hire, schedule and manage transportation details for your wedding weekend.

Aid in Selection of Stationery

Help choose wedding stationery items such as save-the-dates, invitations, programs, menus and all other printed items. We will communicate all details and edits to stationer.

Track Invitation Responses

Create a spreadsheet for RSVP management and update you regularly as we receive responses. RSVP email account is available.

Assist with Menu Selection + Details

Work with you and the caterer/venue to choose a personalized menu, provide display/serving ideas and arrange and attend the tasting.

Coordination of Out-of-Town Guests

Negotiate room block agreements and manage room reservations at each location with periodical updates to you. Handle the accommodations, transportation and delivery of welcome gifts for out-of-town guests.

Design, Assemble and Deliver Guest Welcome Gift

Provide ideas, gather items and deliver guest welcome gifts for up to two locations. Excludes cost of materials and items for welcome gift.

Installation of Chair Covers

Wedding Day Management

- Walk through wedding venue to discuss floor plan and logistics with venue contact, if need with caterer and décor team.
- Assist with ceremony and reception diagram/layout
- Verify final guest count with venue and other wedding professionals
- Create timeline and distribute to wedding professionals 1 week before wedding date
- Confirm load-in and load-out times with all wedding professionals
- Assist Officiant and direct rehearsal with your wedding party and family
- Create wedding party timeline to be distributed at rehearsal
- Full use of Wedding Emergency Kit
- Onsite coordination and management of entire wedding day
- Ensure correct setup of ceremony site (floral, sound check, lighting, sound, programs, chairs, etc)
- Ensure correct setup of cocktail hour and reception (tables, chairs, linens, menus, table numbers, seating cards, DJ/band, floral, favors, etc.)
- Coordinate teardown
- Secure all gifts and wedding items with pre-designated family member or friend
- Handle final payments + gratuities upon request

OPTIONAL ADD-ON

Wedding Design + Décor

Establish color combination, theme and design concept based on your personal style. Provide Design Guide with ideas for floral, linens, rentals, stationery, etc. Work with your dream team to carry concept throughout overall elements of wedding. This service includes ordering rentals items (linens, lighting, draping, props etc).

NOTE: Every wedding includes one Lead Planner and at least one event manager. If wedding consists of travel between two locations, additional fees will apply. Installation of Chair Covers, additional fees will apply.

Complete Planning investment is \$3,000 design fee + 8% production fee + coordination



Final Prep Planning

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Wedding Professional Referrals

Refer wedding professionals based on your specific needs, style and budget.

Budget

Provide a customized blank budget template for you to manage.

Wedding Day Management

- Walk through wedding venue to discuss floor plan and logistics with venue contact, if need with caterer and décor team.
- Assist with ceremony and reception diagram/layout
- Verify final guest count with venue and other wedding professionals
- Create timeline and distribute to wedding professionals 1 week before wedding date
- Confirm load-in and load-out times with all wedding professionals
- Assist Officiant and direct rehearsal **with your wedding party and family**
- Create wedding party timeline to be distributed at rehearsal
- Full use of Wedding Emergency Kit
- Onsite coordination and management of entire wedding day
- Ensure correct setup of ceremony site (floral, sound check, lighting, sound, programs, chairs, etc)
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- Coordinate teardown
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- Handle final payments + gratuities upon request

OPTIONAL ADD-ON

Assist with Wedding Design + Décor

Establish color combination, theme and design concept based on your personal style. Provide Design Guide with ideas for floral, linens, rentals, stationery, etc. Work with your dream team to carry concept throughout overall elements of wedding. This service includes ordering rentals items (linens, lighting, draping, props etc).

NOTE: Every wedding includes one Final Prep Planner and at least one Event Manager. If wedding consists of travel between two locations, additional fees will apply. Installation of Chair Covers, additional fees will apply.

Investment begins at 1850+



Additional Services

RSVP Management

Manage mailing of your invitations and RSVP with personalized email account or phone system along with track all guest counts

Wedding Weekend Events

Activities Day Coordination

Planning and design support of Rehearsal Dinner and Farwell Brunch

Assist with venue selection, menu, invitations, transportation, etc.