

THE SPECIAL DAY – COMPREHENSIVE DESIGN PLAN

Planning & Preparation

- Design Consultation to define your preferences, priorities, personality, taste and style, and then create a personalized event design and theme interweaved throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc). Our goal is to create a truly personalized experience that is uniquely yours.
- Twelve (12) Consultation Meetings
 - maximum 2 hrs per meeting
 - time may also be used for vendor meetings
- Unlimited recommendations or suggestions via phone or e-mail
- Budget and cost analysis – establish priorities
- Personal budget spreadsheet and management
- Source location for ceremony and reception
- Personal attendance to all site tours (as needed)
- Personalized checklists and reminders
- Create event floor plan (as needed)
- Create detailed wedding day timeline for vendors and wedding party
- Ceremony planning & reception planning
- Detailed schedule for rehearsal, ceremony and reception
- Assistance in developing seating arrangements for the reception
- Marriage License Information
- Etiquette advisement
- Assistance with selection of wedding attire and accessories
- Assistance with selection of wedding party gifts
- Assistance with selection of wedding favors
- Checklist of personal items needed for wedding day
- Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, cake cutter, favors, etc)

Vendor Selection & Coordination

- Locate, verify availability and arrange vendor appointments
- Assist vendor selection and contract negotiations
- Personal attendance to all vendor meetings (as needed)
- Track vendor deposits, payment and due dates
- Distribute detailed setup & strike instructions
- Distribute wedding day timeline for vendors
- Distribute driving directions and maps
- Send final confirmations to vendors by e-mail & phone (1 week prior)
- Relay final head count to appropriate parties

Invitations & Stationary

- Assist with design, wording, printing and mail out of invitations

- Assist with design, wording and purchase of ceremony programs
- Assist with place cards/escort cards

Guest Accommodations

- Assist with out-of-town guest accommodations (hotel, transportation)
- Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- Assemble and deliver guest welcome bags/baskets at hotel(s)

Wedding Rehearsal

- Direct wedding rehearsal
- Organize wedding party for line up and placement
- Distribute timeline to wedding party
- Rehearsal dinner arrangements
- Directions to rehearsal dinner location

Wedding Day Services

- Wedding Day Director (up to 12 Hours)
- Two (2) Additional Day of Coordinators
- Setup supervision, overall management of wedding ceremony and reception
- Wedding Day Emergency Kit
- Assist wedding party with attire
- Manage the timing of the event with wedding party, family members and vendors
- Distribute flowers to wedding party and family
- Setup personal items as per instructions for ceremony & reception
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Cue ceremony
- Coordinate reception activities – grand entrance, first dance, cake cutting, toasts, etc.
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

Notes:

- Additional Day of Coordinators required for larger weddings (250+ guests)
- Exact pricing will depend on:
 - Number of guests
 - Location of ceremony & reception

Price: Starts at \$6000.00