

## THE SPECIAL DAY – EXTENSIVE PLAN

### PLANNING & PREPARATION

- . Up to (6) In-Person Planning Consultations/Sessions  
Specific types of consultation/sessions to be defined in the client's personalized proposal. Such consultations include:
  - . Design Session to define your preferences, priorities, personality, taste and style, and then create a personalized event design and theme interwoven 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. Design and styling of the wedding is also a continued process through the planning of the wedding.
  - . Budget and cost analysis – establish priorities. Personal budget spreadsheet.
  - . Floral Design Meeting
  - . Menu Tasting & Details Meeting with Hotel/Caterer
  - . Timeline Session
  - . Tabletop & Final Prototype Session
- . Continuous recommendations or suggestions via phone or e-mail
- . Personalized checklists and reminders
- . Assist with event floor plan
- . Create detailed wedding day timeline for vendors and wedding party
- . Ceremony planning & reception planning
- . Detailed schedule for rehearsal, ceremony and reception
- . Review event order/banquet event order (BEO) from hotel/caterer
- . Marriage License Information
- . Etiquette advisement
- . 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

- . Service provider recommendations (photographers, videographers, invitations, bands, DJs, musicians, entertainment, florists, linens, lighting, chairs, other rentals, transportation, officiants, cake designers, hair/makeup artists, etc)
- . Review proposals and contract review
- . Assist with placing orders for any rental items needed (i.e. specialty linens, chairs, tabletop items such as specialty stemware, chargers, dance floor, lounge furniture, draping, etc)
- . Request and obtain copies of insurance certificates if required by venue
- . Create vendor list with contact information, setup & strike times & provide to all necessary parties
- . 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

- . Advise on invitation etiquette and wording
- . Assist with design of invitations
- . Assist with design and wording of other printed materials (programs, escort cards or place cards, menu cards)

### WEDDING REHEARSAL

- . Direct wedding rehearsal
- . Organize wedding party for line up and placement
- . Distribute timeline to wedding party

### WEDDING DAY SERVICES

- . Wedding Day Director (full day coverage)
- . Three (3) 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
- . Coordinate with musicians on ceremony song selections
- . Cue ceremony
- . Review reception activities and timing with band leader or emcee/DJ
- . Audio/Visual check & testing with appropriate parties involved.
- . 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, specific properties, multiple locations, or shuttle transportation involved.

For out of town/country clients, we will tailor the services based on your travel/visit schedules, and technology available to you for teleconferences/ video/remote meetings .

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(continued)

The following services may also be included in your customized extensive guidance package:

- . Location sourcing and attendance to site visits
- . Additional Day of Coordinators
- . Additional In-Person Consultations/Sessions or Vendor Meetings
- . Assemble and mail out invitations
- . RSVP service
- . Assist with wedding website content/wording
- . Event graphic renderings or sketches
- . 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)
- . Plan activities for out of town guests

Additional pre & post event a la carte services may include:

- . Engagement Parties
- . Bridal shower plans
- . Bachelorette party plans
- . Rehearsal dinner arrangements
- . Day after brunch arrangements
- . Honeymoon arrangements

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**PRICE: STARTS AT \$5500 - \$6850+**

2012 Rates (subject to change without notice)