

FULL-SERVICE PLANNING

The *Full-Service* Package is for the couple that would like professional expertise and partnership throughout the planning process. From assistance with vendor selection to event execution, this is for the couple that needs full-service collaboration from start to finish.

PRE-WEDDING SERVICES

- Unlimited email & phone availability
- Budget Assistance & Consultation
- Décor Consultation & Meeting
- Menu Selection & Tasting Assistance
- Seating Chart Consultation
- Vendor Consultation & Contract Review
- Ceremony Development Meeting
- Rental Management
- Final Detail Meeting (may be over the phone or in-person)
- Event Logistics Plan Creation
 - Full Set-up, Event & Tear-Down Schedule
 - Vendor Contact Information & Arrivals/Pick-ups
 - Room set-up information - Ceremony & Reception
 - Menu Information
 - Seating Chart Information
- Event Logistics Plan Distribution
- Vendor Confirmations
- Rehearsal Management – (up to (1) hour- date/time dependent upon many factors)

DAY-OF SERVICES - For weddings up to (250) guests

- (1) Senior Event Planner (for up to 8 hours)
- (1) Assistant (for up to 8 hours)
- Greet/Manage Vendor Arrivals
- Ceremony Management
- Set-up of Client Personal Item/Favor
- Oversight of Vendor Tear-Down (up to 1 hour after scheduled event end time)

\$5,500

A 50% non-refundable deposit along with signed contracts are due to confirm services.