



## **DESTINATION WEDDING PACKAGES:**

\*All package prices will include the planners flight, food and accommodations for the entirety of their stay. It is an all-inclusive price with no additional fees needed after package price payment. Pricing will be evaluated per-inquiry due to the fluctuation in prices for various destinations.

### **The “Wanderlust”: Our Weekend-of Management Package**

- Complimentary Consultation by phone, Facetime, or in person
- Available by phone and/or email throughout coordinating process
- Review and organization of your vendor contracts that you have personally coordinated with your resort for services including ceremony, permits, transportation, accommodations, airfare, florals, photography, musicians, rentals and catering.
- 6-8 weeks before your wedding making contact with your location vendors to touch base on delivery/set-up times for your contracts.
- Creation & distribution of a detailed timeline for your wedding weekend to the couple and the wedding vendors involved.
- Arrival to your destination two days prior to your event to confirm services in person and walk the event space to plan for any potential problems or weather alternative plans.
- Attendance and direction of the ceremony rehearsal the day prior to the wedding (lead and asst coordinator).
- Coordinate final vendor payments/tips on the wedding weekend.
- Wedding day management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- End of the night packing up of all décor and gift items for the couple and taking them to their room.
- Bringing essential day-of emergency kit for event day needs of bridal party/guests (band aids, needle/thread, bug spray, tissues, scissors, etc)

## **The “Sail Away With Me”: Our Most Popular Package**

- Complimentary Consultation by phone, Facetime, or in person
- Available by phone and/or email throughout coordinating process
- Management and design of ceremony/reception and décor elements (tents, tables, linens, candles, lighting, etc.)
- Management, communication, and contracts for the following vendors: catering, rentals, accommodations, florals, and musicians.
- Review contracts for vendors managed by the bride.
- Make contact with all of your location vendors to touch base on delivery/set-up times for your contracts 6-8 weeks before the wedding to confirm services.
- Creation & distribution of a detailed timeline for your wedding weekend to the couple and the wedding vendors involved.
- Arrival to your destination two days prior to your event to confirm services in person and walk the event space to plan for any potential problems or weather alternative plans.
- Attendance and direction of the ceremony rehearsal the day prior to the wedding (lead and asst coordinator).
- Coordinate final vendor payments/tips on the wedding weekend.
- Wedding day management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- End of the night packing up of all décor and gift items for the couple and taking them to their room.
- Bringing essential day-of emergency kit for event day needs of bridal party/guests (band aids, needle/thread, bug spray, tissues, scissors, etc)

## **The “Paradise Awaits”: Our All- Inclusive Luxury Package**

- Complimentary Consultation by phone, Facetime, or in person
- Available by phone and/or email throughout coordinating process
- Location search and selection assistance for ceremony/reception venues
- Budget management for event
- RSVP and menu tracking assistance
- Management and design of ceremony/reception and décor elements (tents, tables, linens, candles, lighting, etc.)
- Management, communication, and contracts for ALL vendors, including but not limited to: catering, rentals, accommodations, florals, musicians, airfare, photographer, baker, videographer, transportation, guest favors, officiant, stylists, calligrapher etc.
- Rehearsal dinner location search and selection assistance
- Brunch location search and selection assistance
- Planning and preparation for hotel guest welcome bags
- Invitation search, selection and wording assistance
- Assistance with all permits needed
- Make contact with all of your location vendors to touch base on delivery/set-up times for your contracts 6-8 weeks before the wedding to confirm services.
- Creation & distribution of a detailed timeline for your wedding weekend to the couple and the wedding vendors involved.
- Arrival to your destination two days prior to your event to confirm services in person and

walk the event space to plan for any potential problems or weather alternative plans.

- Attendance and direction of the ceremony rehearsal the day prior to the wedding (lead and asst coordinator).
- Coordinate final vendor payments/tips on the wedding weekend.
- Wedding day management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- End of the night packing up of all décor and gift items for the couple and taking them to their room.

Bringing essential day-of emergency kit for event day needs of bridal party/guests (band aids, needle/thread, bug spray, tissues, scissors, etc)

## **STANDARD SERVICES (Included in ALL packages)**

- Attending to the couple and attendants during the wedding preparation process
- Receiving deliveries and greeting vendors
- Overseeing proper set-up and design of ceremony and reception locations
- Acceptance and assistance with ceremony flowers
- Greeting your guests and directing them to the ceremony area
- Lining up and organizing family and attendants for the ceremony processional
- Letting family, attendants, and the couple know when it's time to walk down the aisle (and making sure everyone is in place for this big moment)
- Making sure all musicians have their correct music for the ceremony and the reception and that they are cued properly
- Directing guests to the cocktail hour and reception
- Assisting the photographer with gathering all the necessary people for your chosen photos
- Making sure all finishing touches are complete, candles are lit and music is cued before guests enter reception location
- Answer guests' questions and concerns throughout the day
- Organizing the grand entrance into the reception
- Always letting the couple know what is next so that they are never caught off guard
- Seeing that honored people (couple, parents etc.) are given special care and that their every need is met
- Supervising and communicating with the catering staff and chef to make sure they are updated on the days' timeline and any dietary needs that need to be met for any guests
- Making certain that everyone involved in toasts or special events during the day are cued and ready
- Making sure the marriage license is signed by all parties and given to the couple
- Guiding the couple kindly through their special day and keeping things on schedule
- Collecting items at the ceremony or reception, which need to be returned to the couple like the guestbook, cards, signs, etc.
- Tying up any loose ends on your night once you've departed!