



WEDDING PACKAGE OPTIONS:

1 Carat Package - The "Day-of" Package

- Complimentary Consultation by phone, Facetime, or in person
- One meeting 6-8 weeks out from your wedding to discuss wedding details (preferably including a visit on-site to your venue)
- Available by phone and/or email throughout coordinating process
- Organization of all contracts and contacting all event vendors to coordinate for your timeline creation
- Creation & distribution of a detailed timeline for your wedding weekend
- Contact vendors to confirm day of services
- Attendance and direction of ceremony rehearsal (not dinner) by lead coordinator
- Collection of décor items at rehearsal or week of the wedding for wedding set-up
- Coordinate final vendor payments/tips at rehearsal and day-of wedding
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- Décor items and florals will be packed up and placed in a car on site for the bride/groom. (Extra charge of \$150 for delivery to an off-site location within 15 miles from the event venue)
- Essential day of emergency kit for event day needs of bridal party/guests

2 Carat Package - Our Most Popular Package

- Complimentary Consultation by phone, Facetime, or in person
- Three meetings (in person or by conference call) to plan design and details of your wedding weekend (Including a visit on-site to your venue)
- Available by phone and/or email throughout entire coordinating process
- Rental management and communication/oversight of linens sizing, tables/chairs, tenting, etc.
- Design/planning of the layout of your event space
- Management, Contracting, and all Communication for 2 additional vendors of your

choice from the following: Catering, Musicians, Florals, Photographer, Videographer, Officiant, Stylists.

- Organization of all vendor contracts before wedding and contacting all event vendors to coordinate for your timeline
- Creation & distribution of a detailed timeline for your wedding weekend
- Contact vendors to confirm day of services
- Attendance and direction of ceremony rehearsal (not dinner) by lead coordinator
- Collection of décor items at rehearsal or week of the wedding for wedding set-up
- Coordinate final vendor payments/tips at rehearsal and day-of wedding
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- Décor items and florals will be packed up and placed in a car on site for the bride/groom. (Extra charge of \$150 for delivery to an off-site location within 15 miles from the event venue)
- Essential day of emergency kit for event day needs of bridal party/guests

3 Carat Package **-The Complete Planning Package**

- Complimentary Consultation by phone, Facetime, or in person
- Up to five (as needed) meetings (in person or by conference call) to plan design and details of your wedding weekend (Including a visit on-site to your venue)
- Available by phone and/or email throughout entire coordinating process
- Assistance with locating and contracting ceremony and reception venue if needed
- Rental management and communication of linen sizing, tables/chairs, tenting, etc.
- Design/planning of the layout of your event space and décor design scheme
- Budget management for your event
- RSVP Tracking assistance from your invitations
- Management, Contracting, and all Communication for ALL additional vendors of your choice for your ceremony/reception including: Catering, Musicians, Florals, Photographer, Videographer, Officiant, Stylists, Transportation, Hotel Accommodations.
- Organization of all vendor contracts before wedding and contacting all event vendors to coordinate for your timeline
- Creation & distribution of a detailed timeline for your wedding weekend
- Contact vendors to confirm day of services
- Attendance and direction of ceremony rehearsal by lead coordinator
- Search and help contract for your rehearsal dinner location (Planning all the vendors for the rehearsal dinner and day-of management is in the a la carte package options and is not included in this package)
- Collection of décor items at rehearsal or week of the wedding for wedding set-up
- Coordinate final vendor payments/tips at rehearsal and day-of wedding
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- Décor items and florals will be packed up and placed in a car on site for the bride/groom or taken to an off-site location.
- Essential day of emergency kit for event day needs of bridal party/guests

A LA CARTE SERVICES Add on to your chosen package

- Ceremony/Reception location search, selection and correspondence to include site visits with the couple and pro's/con's and pricing/availability of all area venues
- Rehearsal Dinner- Vendor selection/contracting and management of all vendors for rehearsal dinner as well as on-site set-up and clean-up of rehearsal dinner décor
- Beach ceremony permit arrangements
- Budget management and/or supervision
- Search and selection/contracting of room blocking for guest accommodations
- Search, selection and management of transportation for guests and bridal party
- Search, selection and preparation of guest favors
- Search, selection, preparation and delivery of welcome baskets to multiple locations
- RSVP and menu tracking
- Location search, selection, correspondence, and set-up/break-down for next day breakfast/brunch location
- Search, selections and contracting customized vintage & posh furniture rentals and/or customized wood signage for the event
- Calligraphy services for invitations, place cards & event signage

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 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 attention
- 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 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!