



wedding planning packages



azURE BLUE PaCKAGE

INCLUDES:

- Initial consultation
- Mid-planning meeting
- Consultation appointment as wedding day approaches (typically scheduled within one month of wedding day).
- Create wedding and reception itineraries
- Recommendation of highly-regarded vendors
- Confirmation with vendors two weeks prior to and day before wedding
- Attendance at rehearsal
- Direct wedding ceremony and reception for a total of six hours on day of event
- Ensure ceremony and reception run as smoothly as possible
- Provide all vendors with printed wedding day itineraries
- Supervise and guide all vendors on site for installation
- Line up and cue wedding party for processional
- Coordinate and cue photographers and musicians
- Greet your guests and direct them to ceremony and receptions areas
- Work with Reception Event Captain and venue personnel
- Ensure you and your bridal party are prepared for post-ceremony photos
- Ensure your music entertainment is prepared for your entrance and has correct pronunciation of the members of your bridal party
- Ensure you and your groom have a fabulous time at your wedding!
- Coordinate and supervise event strike

SAPPHIRE BLUE PACKAGE

INCLUDES:

- Initial consultation
- Mid-planning meeting
- **'Finals' Meeting to cover all last minute details**
- Create wedding and reception itineraries
- **Help with the selection of wedding vendors**
- **Organization of all vendor contracts and payments**
- **Confirmation with vendors two weeks prior to and day before wedding**
- **Distribute final payments and gratuities to vendors**
- **Provide a month-to-month action list**
- **Assist with selection of venues for wedding ceremony, reception, rehearsal dinner, and necessary hotels for guests**
- **Assist with development of wedding budget**
- **Create ceremony and reception floor plans**
- **Assist with and manage seating layouts**
- **Setout seating escort & place cards**
- **Be available by phone or email for questions and concerns**
- Attendance at rehearsal
- Direct wedding ceremony and reception for a total of six hours on day of event
- Ensure ceremony and reception run as smoothly as possible
- Provide all vendors with printed wedding day itineraries
- Supervise and guide all vendors on site for installation
- Line up and cue wedding party for processional
- Coordinate and cue photographers and musicians
- Greet your guests and direct them to ceremony and receptions areas
- Work with Reception Event Captain and venue personnel
- Ensure you and your bridal party are prepared for post-ceremony photos
- Ensure your music entertainment is prepared for your entrance and has correct pronunciation of the members of your bridal party
- Ensure you and your groom have a fabulous time at your wedding!
- Coordinate and supervise event strike

ROYAL BLUE PACKAGE

INCLUDES:

- Initial consultation
- Mid-planning meeting
- 'Finals' Meeting to cover all last minute details
- **Assistance with personal shopping including bridal gown and accessories**
- **Assistance with personal shopping including wedding party wardrobes**
- Create wedding and reception itineraries
- **Schedule and meet with/interview wedding vendors with client**
- Organization of all vendor contracts and payments
- Confirmation with vendors two weeks prior to and day before wedding
- Distribute final payments and gratuities to vendors
- Provide a month-to-month action list
- **Assist with the order of and advise on wedding invitations**
- **Preparation and mailing of 'save the dates' and invitations**
- **Assist with the order of and advise on save-the-dates, stationary, printed menus, and programs**
- **Track all RSVPs and keep database with all pertinent information**
- **Contact guests that have not RSVP'd to invitation**
- Assist with selection of venues for wedding ceremony, reception, rehearsal dinner, and necessary hotels for guests
- **Arrange hotel accommodations for guests**
- **Provide a 'welcome guide' with maps to ceremony/reception and local attractions/restaurants for out-of-town guests**
- **Assist with catering menus and cake flavor/design**
- Assist with development of wedding budget
- Create ceremony and reception floor plans
- Assist with and manage seating layouts
- Setout seating escort & place cards
- Be available by phone or email for questions and concerns
- Attendance at rehearsal
- Direct wedding ceremony and reception with entire day availability
- Ensure ceremony and reception run as smoothly as possible
- Provide all vendors with printed wedding day itineraries
- Supervise and guide all vendors on site for installation
- Line up and cue wedding party for processional
- Coordinate and cue photographers and musicians
- Greet your guests and direct them to ceremony and receptions areas
- Work with Reception Event Captain and venue personnel
- Ensure you and your bridal party are prepared for post-ceremony photos
- Ensure your music entertainment is prepared for your entrance and has correct pronunciation of the members of your bridal party
- Ensure you and your groom have a fabulous time at your wedding!
- Coordinate and supervise event strike