

PLATINUM PACKAGE

Complete Event Planning Services

- *Initial Consultation*
- *Follow-up* consultation, advice and *Confirmations* as required
- *Budget* preparation and review
- Prepare, review and monitor *Timelines, Checklists and Itineraries*
- Assist with selection and booking of *Venues*
- Assist with selection of *Color Schemes*, theme and *Style*
- Assist with design, printing arrangements, delivery and mailing of *Invitations*
- Track Guest and R.S.V.P. *Lists*
- Research, negotiate and contract suitable *Vendors* (e.g. Florist, photographer/ videographer, musicians, caterer, etc.)
- Coordinate Deposits and Final Payment to vendors (if requested by client)
- Review vendor *Contracts* and coordinate *Schedules*
- Assist with *Event Planning*
- Prepare *Programs*, seating list, and name plates
- Coordinate and Monitor *Gifts Collection*
- Schedule, coordinate and direct Event (up to 10 hours)

Additional services on top of the “*Complete Wedding Package*” for an additional fee are as follows:

- *Announcements*
- Assist with booking of *Lodging Accommodations* for out-of-town guests
- Purchase *Gifts*
- Assist with preparation and mailing of *Thank You Cards*

GOLD PACKAGE

Partial Event Planning Services

- Initial consultation
- Assist with selection of suitable vendors (e.g. Florist, photographer/ videographer, musicians, caterer, etc.)
- Negotiate with vendors
- Review vendor contracts
- Schedule vendor appointments for clients to meet
- Coordinate and communicate with vendors to ensure services/products are scheduled and provided in a timely manner as contracted
- Coordinate deposits and final payment to vendors (if requested by client)
- Follow-up consultations/ updates with clients and vendors as needed
- Coordinate and direct Event

SILVER PACKAGE

Event Day Services Only

- Initial consultation
- Prepare rehearsal and wedding day itinerary
- Communicate with client and vendors to Event day arrangements
- Attend, oversee and direct Event (up to 10 hours)