

# PLATINUM PACKAGE

## Complete Wedding Planning Services

- *Initial Consultation* with bride and groom
- *Follow-up* consultation, advice and *Confirmations* as required
- *Budget* preparation and review
- *Utilization of "My Wedding Hero" Planning Software (Valued at \$300.00)*
- Prepare, review and monitor *Timelines, Checklists and Itineraries*
- Assist with selection and booking of ceremony and reception *Venues*
- Assist with selection and booking of *Wedding Officiate*
- Assist with selection of *Color Schemes*, theme and *Wedding Style*
- Assist with design, printing arrangements, delivery and mailing of *Invitations*
- Track Guest and R.S.V.P. *Lists*
- Assist with selection of *Wedding Attire* and accessories
- 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*
- Provide information to obtain a *Marriage License*
- Assist with *Ceremony* Planning
- Prepare *Programs*, seating list, and name plates
- Attend and oversee *Wedding Rehearsal* (up to 2 hours)
- Review and oversee *Attendant Duties* with wedding party
- Direct *Wedding Processionals, Recessionals* and receiving line
- Assist with *Reception* Planning
- Coordinate and Monitor *Gifts Collection* on Wedding Day
- Schedule, coordinate and direct *Wedding Day Events* (up to 10 hours)
- Provide a stress-free day for the bride and groom

## Complimentary

- **Pre-Wedding Financial Planning Meetings**
- **Post-Wedding Mortgage and Real Estate Meetings**

A la carte services provided in addition to the "Complete Wedding Planning Services" Package that will be charged an additional fee are as follows:

- Arrange for and send *Newspaper Announcements*
- Coordinate *Engagement Parties*
- Assist with booking of *Lodging Accommodations* for out-of-town guests
- Prepare a *Unique Ceremony* and *Non-traditional Vows*
- Assist with *Bridal Showers* and/or other *Wedding Party* functions
- Purchase *Attendant Gifts*
- Assist with *Rehearsal Dinner / party* planning
- *Honeymoon Arrangements* and planning
- Assist with preparation and mailing of *Thank You Cards*
- Assist with *Name and Address Change* documentation

## GOLD PACKAGE

### *Partial Wedding Planning Services*

- Initial consultation with bride and groom
- *Utilization of “My Wedding Hero” Planning Software (Valued at \$300.00)*
- Assist with selection of suitable vendors (e.g. Florist, photographer/ videographer, musicians, caterer, etc.)
- Suggest Wedding attire providers (e.g. Bridal and Former Wear shops)
- 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
- Instruct attendants of their duties
- Coordinate and direct Wedding Rehearsal (Up to 2 hrs) and Wedding Day events (Up to 10 hours)
- Provide a stress-free day for the bride and groom

### Complimentary

- **Pre-Wedding Financial Planning Meetings**
- **Post-Wedding Mortgage and Real Estate Meetings**

## SILVER PACKAGE

### *Rehearsal and Wedding Day Services Only*

- Consult with bride and groom to gather information about wedding program and style
- Prepare rehearsal and wedding day itinerary
- Communicate with client and vendors to confirm wedding day arrangements
- Attend and direct wedding rehearsal (up to 2 hours)
- Attend, oversee and direct ceremony and reception (up to 10 hours)
- Provide a stress-free day for the bride and groom