

RATES STARTING AT \$4,000 (INITIAL CONSULTATION IS COMPLIMENTARY)

This is a complete package personalized and designed to meet every unique aspect of your wedding day. This package begins the day of your engagement. We will begin with establishing your desired budget and proceed with finding the perfect venue for your special day.

### **Wedding Planning Process:**

- Unlimited consultation via phone and email and up to six (6) virtual or in-person consultations by appointment
- Assistance in designing a style and theme for your wedding and including creation of a visual wedding inspiration board
- Customized comprehensive wedding budget based on financial limit and wedding priorities
- Full access to Aisle Planner wedding planning software
- Customized checklist and reminder for tasks, payments and appointments
- Research, recommend, and accompany you to potential wedding ceremony and reception sites
- Assistance in researching an officiant (if none is already determined)
- Research and recommend vendors such as florists, rental companies, caterers, etc.
- Arrange appointments with vendors
- Review and negotiation of vendor contracts
- Deliver payments to all vendors
- Provide wedding/invitation etiquette advice
- Research and confirm accommodations for your guests
- Research and provide recommendations for rehearsal dinner locations
- Provide you with monthly progress schedule and update you on all items to be completed
- Creation of your personalized wedding day schedule
- Assistance in creating seating charts and room layout design
- Confirmation of all final details and dates of vendors
- Rehearsal coordination on the day of the wedding or the day before with prior arrangements
- Emergency kit available for bridal party and family to use on wedding day
- Onsite wedding day management for full day to include time granted for venue access until completion of breakdown at the end of the night

### **Your Wedding Day:**

Perfectly Planned will provide complete wedding day management/coordination and will be a single contact source for all vendors, answering any questions or concerns. We will provide one coordinator and one assistant on day of wedding.

- Pre-Ceremony
  - Receive deliveries and greeting vendors
  - Assistance with set-up/decorating of ceremony site and reception area
  - Distribution of bouquets and corsages to bride, bridesmaids, mothers and grandmothers
  - Boutonniere pinning for groom, groomsmen, ushers, fathers and grandfathers
- Ceremony
  - Assistance with processional/recessional
  - Gathering of wedding party and family members for pre or post ceremony photos
  - Breakdown and packaging of all personal belongings from ceremony site
- Reception
  - Greeting your guests as they arrive for cocktail hour and assisting them with their needs
  - Preparing your bridal party for their grand entrance
  - Ensuring that the scheduled timeline is adhered to

- Distributing final payments and gratuities to all of your vendors
  - Ensuring that any special requests made from your guests are granted (i.e. special dietary restrictions)
  - Coordinate with DJ to make sure timeline of events are adhered to and announcements are made for first dance, speeches, cake cutting, bouquet toss, garter toss, etc.
  - Cake cutting services, if not provided by caterer
  - Preparing guests for bride and groom send off
  - Breakdown and packaging of all personal belongings as well as rental items from reception site
- \* Add \$500 for room flip for inside ceremony to inside reception