

Full Event Planning

(Package starting at \$4200)



This package is for couples who want their wedding day to be as stress free as possible and have a vision for a classy, elegant day with memories to last a lifetime.

It includes planning the logistic (venues, vendors, variables) and designing the artistic (colors and combinations). We take care of every aspect of your wedding, not only the pretty things but also the traditions and cultures you want to incorporate into your day.

- Attend and assist with; planning meeting, design meeting, venue walk through, assistance at vendor meeting such as photographer, DJ, cake tasting, etc.(at least 24hr notice should be given).
- Unlimited e-mail correspondence.
- Monthly wedding checklist; to-do's and updates.
- Budget making assistance.
- Go over your ideas and vision for the wedding and reception.
- Give suggestions and share our creative ideas to go with your vision.
- Venue and vendor recommendations.
- Secure vendors, contract review and negotiation.
- Manage all correspondence with vendors.
- Establish a vendor payment schedule to keep you on track with payments.
- Catering and menu selection.
- Guest list management including RSVP's
- Assist in selection and wording on wedding save the dates, invitations, programs, menu cards, place cards, etc.
- Event design/ mood board including assistance in developing a color scheme, theme and décor ideas
- Guidance when choosing wedding favors, attire, gifts etc
- Seating arrangement chart.
- Assist with selection of décor and rentals.



- Dessert table design, set-up and tear-down.
- Determine the ceremony order of walking and assist with program creation.
- Arrange transportation and hotel accommodations/reservations.
- Finalize ceremony, cocktail hour and reception details.

MONTH BEFORE WEDDING

- Final meeting to discuss timeline and details
- Design line up for wedding party
- Discuss cueing and song selection
- Confirm who will perform each task at the wedding ceremony

WEEK OF THE WEDDING

- Confirm arrival times with vendors and distribute wedding day timeline
- Connect with and provide helpful tips and advice to entire wedding party prepare for the wedding day.
- Final venue walk-through and finalize reception details
- Prepare wedding Day Itinerary and Scheduling
- Vendor Confirmation Assistance
- Collect personal items such as toasting glasses, cake knife & server, place cards, menu cards, ceremony programs, unity candles, guest book, favors, card box etc. and bringing them to the wedding ceremony and reception
- 1 final meeting via phone
- Attend & coordinate rehearsal
 - ❖ ADD ON – Plan /coordinate rehearsal dinner

ON YOUR WEDDING DAY

- ✓ Manage all details of the wedding day (Two Event Coordinators up to 12 hrs)
- ✓ Manage timeline for bridal party and vendors
- ✓ Coordinate bridal & groom dress up (makeup, hair, gown, etc.)
- ✓ Oversee deliveries & set-up of ceremony and reception as planned
- ✓ Handle any wedding day emergencies (wedding day emergency kit at hand ready with bobby pins, stain removers, band aids and more)



- ✓ Greet guests at ceremony and direct them to ceremony and reception site
- ✓ Attend to guests answering any questions they might have (parents, kids, etc.)
- ✓ Distribute and pin all corsages, boutonnieres and bouquets
- ✓ Take down ceremony essentials if need be
- ✓ Attend to all last minute changes, problems or schedule changes
- ✓ Organize & set Place-cards, Favors and Menu cards
- ✓ Double check the guest list, table count, placement and chair count at each table
- ✓ Be the point person for both venue staff and wedding party
- ✓ Coordination of grand entrance, cuing DJ and MC, toasts and speeches, first dance, cake cutting, garter toss etc.
- ✓ Manage late night food and make sure it comes out or delivered and served on time.
- ✓ Coordinate with catering staff to ensure all guest are well taken care of.
- ✓ Coordinate with point person to make sure all gifts and personal items are safely transferred to a safe location or vehicle.
- ✓ Ensure that late night transport is on time.
- ✓ Distribute final payments to all vendors as needed.

Optional Add-Ons:

Additional fees may apply

- Rehearsal Dinner event design, planning and management
- Delivery of gifts and personal items to hotel or residence
- Set-up and tear-down of tablecloths, chair covers, centerpieces
- Pick-up and return rentals
- Extra clean-up, e.g. stacking chairs, folding tables, mopping floors/vacuuming carpet
- Set up and management of wedding website.

AFTER YOUR WEDDING

- Follow up with all vendors and thank them for helping make your wedding day a success.

Travel Expenses will incur for event location outside 20 miles radius of Twin Cities at \$1/mile. Hotel accommodation expense will also incur for location more than 60 miles from Twin Cities (Fee TBD).

