



## *Grande Planning Package*

*Starting at \$1,295.00*

This is the perfect package for the bride and groom that have started to organize and plan their event, but would like assistance finishing the planning and have professional event coordination and management on their wedding day. It includes:

- Initial consultation meeting with the couple to determine the current status of their planning, and to help me understand your personality, taste and style
- Unlimited phone consultation during normal business hours and unlimited e-mail consultation throughout the entire planning process
- Up to three face to face meetings during the planning process
- One face to face wrap-up meeting prior to the rehearsal
- Etiquette advice
- Detailed budget planning and analysis
- Create a personalized wedding checklist
- Venue and vendor referrals (up to four categories)
- Coordinate venue and vendor appointments
- Review venue and vendor contracts
- Attend final venue and vendor meetings (as needed)
- Assist with finalizing wedding and reception site decor and design
- Assist in preparing seating charts and diagrams
- Create time lines for wedding day
- Coordinate and run wedding rehearsal (up to two hours)
- Collection of items at rehearsal to be brought and set up on wedding day, such as place cards, guest book, toasting glasses, cake server, programs, bubbles, favors, etc
- Use of the Wedding Day Emergency Kit
- One Event Manager for the day of the event
- One Event Assistant for the day of the event (up to six hours)
- Greet vendors and coordinate set-up of the ceremony and reception
- Oversee and manage all details on your wedding day, including set up of décor and coordinate the timing of events from beginning to end
- Ensure that wedding gifts are loaded into the designated driver's vehicle
- Disperse tips and final payments to all vendors on your wedding day