



## *Luxe Planning Package*

*Starting at \$1,995.00*

This is the perfect package for the bride and groom who have no time to research or plan their event and would like assistance from their engagement to their wedding day. It includes:

- Initial consultation meeting with the couple to determine budget, type of wedding desired, 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 five face to face meetings during the planning process
- One face to face wrap-up meeting prior to the rehearsal
- Etiquette advice
- Detailed budget planning
- Create a personalized wedding checklist
- Venue and vendor referrals
- Coordinate venue and vendor appointments and attend meetings (as needed)
- Review venue and vendor contracts
- Wedding and reception site decor and design
- Assist with cake selection
- Advise and assist with menu selections
- Assist with selection and design of save-the-dates, invitations, stationary and place cards (not including addressing)
- Assist with music selection for ceremony and reception
- Assist with hotel accommodations and negotiating room rate blocks
- Assist in preparing seating charts and diagrams
- Arrange for the purchase of any accessories such as favors, bridal party gifts, guest book, ring pillow, toasting glasses and cake server if needed
- 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
- Two Event Assistants 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
- Disperse tips and final payments to all vendors on your wedding day
- Ensure that wedding gifts are loaded into the designated driver's vehicle
- Oversee and manage clean-up of the reception site