



# Partial Wedding Planning Package

*Our Partial Wedding Planner package is great for client needing guidance on the entire wedding planning process. If you are excited about the details of your big day but need a helping hand in the wedding planning activities with professional assistance to guide you along your way.*

*Package starts at \$1500 (pricing depends on size, location, & complexity of event)*

## PLANNING AND PREPARATION

- ✿ Unlimited phone, email and text communication, as needed.
- ✿ Recommend and Review vendor contacts and information.
- ✿ Create the vendor list and arrival time information, set up, and teardown details for all vendors.
- ✿ Provide detail timeline of wedding day from getting ready to vendor clean up.
- ✿ Provide spreadsheet templates for the following: guest list, RSVP's, seating plan, photography shot list, payment schedule, ceremony music, and reception music play list.
- ✿ Serve as point of contact/liason for all vendors beginning eight (8) weeks prior to wedding date.
- ✿ Wedding planning spreadsheet to assist in creating your itinerary and details.
- ✿ Comprehensive planning meeting to discuss final details.
- ✿ Regularly check on client's progress and to do list.

## ON THE DAY OF THE WEDDING COORDINATION

- ✿ Act as liaison between wedding party, family and vendors.
- ✿ Final site walk-through to determine set-up and logistical lay-out.
- ✿ Coordinate reception activities with bridal party, banquet manager, photographer, music and video.
- ✿ Oversee all details on wedding day from set up to breakdown at ceremony and reception site.
- ✿ Be certain the Bride & Groom have time to eat their meal and receive a piece of wedding cake.
- ✿ Disperse final payments to vendors/gratuities, as needed.
- ✿ Make sure everything is packed up at the end of the event (cake tops, toasting glasses, guest book, cake server, etc. and given to caretaker of your choice).
- ✿ Access to our "Wedding Day Emergency Kit"

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Servicing the Los Angeles, Orange, Riverside and Ventura County

**Say Goodbye to Nerve Wracking Planning - Let Me Do the Rest!**