

FULL SERVICE PLANNING PACKAGE



The Full-Service Plan is your all-in-one plan if you want a hands-off, or hands-mostly-off, approach to planning your event. It's a detailed and meticulous approach that keeps you in the loop while allowing you to focus on everything else in your life. This plan includes:

- ✦ Start to finish planning (final cost depends on scope and budget)
- ✦ Planning begins upon contract confirmation with regular follow ups
- ✦ Unlimited consultations prior to event date including in-person, virtual, venue walk-thru
- ✦ Budget review and maintenance
- ✦ Assistance arranging elopements
- ✦ Vendor proposal and contract reviews
- ✦ Full Run of Show (ROS) developed for vendors, staff, and event point of contact
- ✦ Day of event timeline development (including hair and make-up)
- ✦ On-site coordination and point of contact for participants, staff and vendor logistics
- ✦ Running of processional and recessional (wedding)
- ✦ Execution of timeline
- ✦ Arrival before vendors to coordinate and departure after breakdown
- ✦ Assistance with event rehearsal
- ✦ Design of floor plans and layouts
- ✦ Advice on protocol and etiquette
- ✦ Up to 2 Event Coordinators on-site for day of coordination services (for 10 hours per coordinator)

- * Event rehearsal* - ceremony and reception (maximum of one hour)
- * Payment/gratuuity distribution to vendors and staff
- * Menu development assistance
- * Up to (3) Venue walk-thrus* – up to 1 hour
- * Gather gifts, valuables, cake top, extra programs, and decor items to be placed into a predetermined location/ vehicle or point of contact
- * Vendor referrals and contract review
- * Ensure all rules and regulations are followed at venue
- * Attend up to three appointments including tasting, menu development, and fitting
- * Coordinate vendor walk-thru
- * Inclement weather back-up plan
- * Assistance shopping*
- * Provide full emergency kit
- * Assist with or coordinate set up of wedding décor and accessories (place cards, guest books, favors, etc.)
- * Assistance booking and managing guest room blocks
- * Foreign travel coordination (excluding honeymoon travel)
- * Guest list management and seating assistance
- * Menu development
- * Conceptualization of themes, color, atmosphere, lighting, decor with elemental suggestions/selections (centerpieces, florals, linen, lighting, etc.)

*Additional travel fee may apply for rehearsal/multiple venues