

PARTIAL PLANNING PACKAGE



The Partial Planning Package is the perfect package for the couple who has some of their planning done but would like a planner to step in to pull all the details together. This plan is full of logistic assistance and includes:

- ✦ Planning begins upon contract confirmation
- ✦ Up to (6) one-hour long 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
- ✦ 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* - ceremony and reception
- ✦ 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)

876EVENTS & RENTALS

- ✦ Event rehearsal* - ceremony and reception (maximum of one hour)
- ✦ Payment/gratuuity distribution to vendors and staff
- ✦ 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
- ✦ Ensure all rules and regulations are followed at venue
- ✦ Provide full emergency kit

*Additional travel fee may apply for rehearsal/multiple venues