

THE SPECIAL DAY – COMPREHENSIVE PLAN

PLANNING & PREPARATION

- . In-Person Planning Consultations/Sessions
Specific type of consultation/sessions to be defined in the client's personalized proposal. Such consultations will include but not limited to (also includes personal attendance to select service provider meetings as stated under below in "Vendor Selection & Coordination"):
- . Design Session to define your preferences, priorities, personality, taste and style, and then create a personalized event design and theme interwoven throughout all aspects of the wedding (from location, invitations, décor, attire, cuisine, etc). Our goal is to create a truly personalized experience that is uniquely yours. Design and styling of the wedding is also a continued process through the planning of the wedding.
- . Budget and cost analysis – establish priorities. Personal budget spreadsheet and management
- . Menu Tasting & Details Meeting with Hotel/Caterer
- . Timeline Session
- . Tabletop & Final Prototype Session
- . Continuous recommendations or suggestions via phone or e-mail
- . Personalized checklists and reminders
- . Assist with wedding website content/wording
- . Assist with event floor plan
- . Create detailed wedding day timeline for vendors and wedding party
- . Ceremony planning & reception planning
- . Detailed schedule for rehearsal, ceremony and reception
- . Review event order/banquet event order (BEO) from hotel/caterer
- . Assistance in developing seating arrangements for the reception
- . Marriage License Information
- . Etiquette advisement
- . Assistance with selection of wedding attire and accessories
- . Assistance with selection of wedding party gifts
- . Assistance with selection of wedding favors
- . Checklist of personal items needed for wedding day
- . Receive all personal items for ceremony & reception (i.e. place cards, guest book, toasting glasses, cake cutter, favors, etc)

VENDOR SELECTION & COORDINATION

- . Personal attendance to select service provider meetings based on client's needs
- . Service provider recommendations (photographers, videographers, invitations, bands, DJs, musicians, entertainment, florists, linens, lighting, chairs, other rentals, transportation, officiants, cake designers, hair/makeup artists, etc)
- . Assist vendor selection, and assemble team of service providers
- . Review proposals and contract review
- . Assist with placing orders for any rental items needed

- (i.e. specialty linens, chairs, tabletop items such as specialty stemware, chargers, dance floor, lounge furniture, draping, etc)
- . Track vendor deposits, payment and due dates
- . Request and obtain copies of insurance certificates if required by venue
- . Create vendor list with contact information, setup & strike times & provide to all necessary parties
- . Distribute detailed setup & strike instructions
- . Distribute wedding day timeline for vendors
- . Distribute driving directions and maps
- . Send final confirmations to vendors by e-mail & phone (1 week prior)
- . Relay final head count to appropriate parties

INVITATIONS & STATIONARY

- . Advise on invitation etiquette and wording
- . Assist with design of invitations
- . Assist with design and wording of other printed materials (programs, escort cards or place cards, menu cards)
- . Assemble and mail out invitations

WEDDING REHEARSAL

- . Direct wedding rehearsal
- . Organize wedding party for line up and placement
- . Distribute timeline to wedding party

WEDDING DAY SERVICES

- . Wedding Day Director (full day coverage)
- . Three (3) Additional Day of Coordinators
- . Setup supervision, overall management of wedding ceremony and reception
- . Wedding Day Emergency Kit
- . Assist wedding party with attire
- . Manage the timing of the event with wedding party, family members and vendors
- . Distribute flowers to wedding party and family
- . Setup personal items as per instructions for ceremony & reception
- . Final inspections on setup, seating placements/count, table/place cards, décor, etc
- . Greet guests and assist with seating arrangements
- . Attend to guests needing special assistance
- . Coordinate with musicians on ceremony song selections
- . Cue ceremony
- . Review reception activities and timing with band leader or emcee/DJ
- . Audio/Visual check & testing with appropriate parties involved.
- . Coordinate reception activities – grand entrance, first dance, cake cutting, toasts, etc.

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(continued)

- . Distribute final payment and gratuities to vendors (paid by client)
- . Coordinate transport of gifts and personal items into designated car or hotel room with Groomsmen

NOTES

Additional Day of Coordinators required for larger weddings, specific properties, multiple locations, or shuttle transportation involved.

For out of town/country clients, we will tailor the services based on your travel/visit schedules, and technology available to you for teleconferences/video/remote meetings

The following services may also be included in your customized comprehensive design package:

- . Location sourcing and attendance to site visits
- . Additional Day of Coordinators
- . RSVP service
- . Event graphic renderings or sketches
- . Assist with out-of-town guest accommodations (hotel, transportation)
- . Create and distribute directions, timelines and visitor activities packet for out-of-town guests
- . Assemble and deliver guest welcome bags/baskets at hotel(s)
- . Plan activities for out of town guests

Additional pre & post event a la carte services may include:

- . Engagement Parties
- . Bridal shower plans
- . Bachelorette party plans
- . Rehearsal dinner arrangements
- . Day after brunch arrangements
- . Honeymoon arrangements

PRICE: STARTS AT \$7850 - \$9500+

2010 – 2011 Rates (subject to change without notice)