



# EMERALD PACKAGE

\$3975

*Events + Design*

## *Pre-Wedding Details:*

30 Minute Initial Kick Off Meeting

Unlimited Emails

Details Meeting to create timeline, setup & teardown tasks, vendor information & ceremony details (typically 3 months before wedding)

Venue Walk Through to go over floorplan & setup details

Week of Vendor Check In to confirm wedding details & distribute timeline

Attend & Coordinate Ceremony Rehearsal (1 hour)

## *Design + Details:*

Assistance in developing color scheme and décor ideas

Detailed décor meeting to go over your design vision and wedding budget

Personalized mood board made and shared with vendors to ensure a cohesive design

Personalized vendor recommendations based on budget and design needs. (All research and negotiations will be presented to you to give you the best options for your wedding)

All appointment setting, confirmation of meetings and attendance of vendor meetings

Manage all communication with design vendors (Stationary Designer, Florals, Rentals)

Contract Reviews

Guidance when choosing favors, wedding attire, welcome baskets, etc

Assistance with picking up decor items or coordinating delivery/pickup with vendors



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## *Day of Wedding:*

- Up to 12 hour coverage of wedding day with 2 planners (Myself & 1 Assistant)
- Available to do day-of errands if needed
- Act as the "go-to" for vendors, family and wedding party
- Manage all wedding day emergencies that come up
- Communicate with all vendors of proper placement and timing of services
- Ensure ceremony and reception sites are set prior to guest arrival
- Setup of clients décor (includes: gift table, escort cards, guest book items, signage, ceremony items, favors, etc)
- Manage the timing of the event for the couple, family, wedding party, vendors and guests
- Access to fully stocked Emergency Kit
- Round up and cue wedding party for ceremony
- Cue Musicians/DJ for ceremony, grand march and specialty dances
- Arrange for the items from the ceremony site to be brought to reception site (\*when applicable)
- Ensure marriage license is signed and placed in the appropriate hands to be mailed in
- Answer all guests questions throughout the day, acting as your host
- Confirm all vendors complete obligations and receive final payments
- Transfer gifts to your pre-determined person
- Teardown and pack up all client's décor and given to pre-determined person