



# DIAMOND PACKAGE

\$5975

*Events + Design*

## *Pre-Wedding Details:*

60 Minute Initial Kick Off Meeting

Unlimited Communication via Email, Phone & In-Person Meetings

Creation and maintenance of budget and vendor list

Management of payment schedule to vendors

Etiquette Advisement

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

Final Timeline Preparation

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

Attend & Coordinate Ceremony Rehearsal (1 hour)

## *Vendor Selection*

We will assist you in selecting your vendors including (but not limited to):

Ceremony & Reception Venues

Photographer

Videographer

Officiant

Florist and Rental Company

Caterer and Dessert Vendor

Ceremony and Reception Music

Transportation

Hotel Room Blocks for Wedding Guests

Hair and Makeup

Stationary Designer

All Appointment Scheduling and Attendance of Meetings with Vendors

Manage Communication with all Vendors



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## *Events + Design* *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 décor items or coordinating delivery/pickup with vendors

## *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