

wedding planning...

E V E N T P L A N N I N G

Platinum Wedding Coordinator Package:

\$1200.00 min.

This all-inclusive package includes complete coordination from the wedding ceremony, reception, and rehearsal. This option is great for couples for a beautiful wedding without all the stress of the planning. You get a complete package leaving the responsibilities of your wedding in your personal coordinator's hands. Along with an initial consultation, we will plan meetings for you with vendors, provide assistance with each stage of the planning process including the management of budget and scheduling of your wedding.

Includes the following services:

- One hour initial Consultation
- Design and/or theme development
- Wedding budget
- Vendor selection
- Wedding Plan Timeline
- Rehearsal (up to 2 hours)
- Wedding Day Coordination.... including overseeing the ceremony and reception, which includes:
 - ❖ Placement of the guest book, program and altar items
 - ❖ Ensure all bouquets and boutonnieres are distributed
 - ❖ If ceremony location is other than reception venue, coordinate with the florist that all flowers are expediently brought to reception and set-up before guests arrive
 - ❖ Provide a bridal emergency kit
 - ❖ Supervise all vendor arrival times, set ups and ensure all of your requests are achieved
 - ❖ Ensure guest tables, chairs, linens, seating plan, gift table, place card table, décor, centrepieces, place settings, cake table etc. are set up and decorated according to your wishes
 - ❖ Light candles if needed
 - ❖ Make sure wine bottles are put on tables
 - ❖ Check audio equipment and cue the Master of Ceremonies or DJ to ensure your reception flows smoothly from start to finish (announcement of your arrival, first dance, father/daughter dance, grace, toasts, cake cutting, bouquet toss etc.)
 - ❖ Prepare photographer and videographer for upcoming special moments
 - ❖ Greet guests that may arrive late
 - ❖ Secure all gifts with caretaker of your choice
 - ❖ Assist you and your family with any matters that may arise

Vendor Selection includes:

- | | |
|-------------------------------------|--------------------------------|
| ○ Invitations | ○ Caterers |
| ○ Rentals | ○ Bar Service |
| ○ Hair Stylists and Make-up Artists | ○ Attendee Gifts |
| ○ Ceremony Venue | ○ Entertainment-DJ or Band |
| ○ Reception Venue | ○ Wedding Transportation |
| ○ Décor | ○ Florists |
| ○ Photographer | ○ Hotel arrangement for guests |
| ○ Videographer | ○ Wedding Attire |
| ○ Wedding Favours | ○ Wedding Cake |

Price: 10% of cost on entire wedding (with a minimum of \$1200)

Wedding Day- Coordination Package

\$500.00

- Initial meeting prior to the wedding
- Rehearsal (up to 2 hours)
- Wedding Day Coordination, including overseeing the ceremony and reception, which includes:
 - Placement of the guest book, program and altar items
 - Ensure all bouquets and boutonnieres are distributed
 - If ceremony location is other than reception venue, coordinate with the florist that all flowers are expediently brought to reception and set-up before guests arrive
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