

❧ FULL WEDDING PLANNING ❧

OUR VOW TO YOU:

A. PRE-WEDDING

- ❧ Wedding calendar and checklists to follow on a per-month basis
- ❧ Budget creation and management
- ❧ Guest Management (RSVP tracking)
- ❧ Theme, color scheme development
- ❧ Vendor management:
 - Recommendations
 - Assisting in the selection of vendors
 - Attending all vendor appointments, if desired
 - Involvement in negotiations
 - Reviewing all vendor contracts, if desired
 - Handling follow-ups with all vendors and confirmations
- ❧ Schedule Management
 - Creation of a wedding day agenda sent to each vendor
 - Meetings before the wedding to review itinerary, timelines, and other details.
 - Coordinating with the entourage with roles and responsibilities
- ❧ Travel Arrangement negotiations if required
- ❧ Attending appointment with clergy (in discussing actual ceremony), if desired
- ❧ Collect all materials to be distributed during the event a month before the wedding
- ❧ Rehearsals Supervision

B. ON THE DAY

- ❧ On site direction of wedding ceremony
- ❧ Supervision of wedding photo session following the ceremony
- ❧ On site direction of wedding reception
 - Management of registration table and gift table
 - Management of program flow – speeches, activities
 - Favours management
- ❧ Collection of all wedding paraphernalia to be turned over to the couple (left over, guestbook, wedding gifts, etc.
- ❧ Headcount of guests and settling of bills
- ❧ An Assistant for the day of the wedding at no extra cost

C. POST-WEDDING

- Wedding photo album and video delivery follow-up with vendor
- Thank You card list organization, you will be provided with “how-to” write guide and print out of guest names in an envelope ready for mailing
- Honeymoon itinerary confirmation with travel agency, if desired

YOUR RESPONSIBILITIES: *Relax. Enjoy. Savor the Moment.*

- Provide a copy of all vendor contracts
- Provide and turn over all necessary materials needed a month prior the wedding
- Provide the list and contract numbers of the wedding entourage and those who will be involved in the program

OUR SERVICE FEE:

Full Event Management would be calculated on a **FLAT FEE BASIS** depending on the total Wedding budget, size of the wedding, type of ceremony/ reception, and the size of the entourage.

You will be provided with a questionnaire for you to complete so we can determine the appropriate and fair services fees for your wedding.

Please take note that:

1. Clients are responsible to provide:
 - Meals during the reception.
 - Accommodations if needed