

"Royal" Full Planning

Pre-Wedding Day

Unlimited communication between clients and planner
Unlimited meetings with vendors
Unlimited email correspondence
Assistance in coordinating transportation requirements
Preparation and delivery of customized welcome baskets/gift bags (excluding supply costs) upon request
Monthly check-ins via email to ensure smooth and on-track planning progress
Researching activities and special events for out-of-town guests upon request
Provision of a comprehensive planning checklist
Researching, selecting, and coordinating rehearsal dinner locations upon request
Creation of a detailed Wedding Day Itinerary
Construction and analysis of budgets as needed
Reviewing vendor contracts upon request
Managing budget by tracking all payments and due dates as requested
Confirming arrangements and coordinating delivery dates and arrival times with vendors
Assembly and mailing of invitations (postage not included) upon request
Sending a detailed timeline to all vendors for review on the wedding day
Researching and selecting venues
Confirming all wedding vendors
Assisting in scheduling alterations with the presence of the wedding planner at final fittings, upon request
Providing etiquette advice as needed
Negotiating special hotel rates and arranging room blocks for out-of-town guests upon request
Assisting with the wording of all stationery as requested
Arranging transportation needs as requested
Reviewing the current budget and offering cost-cutting suggestions as needed
Assembly of wedding favors (excluding supply costs) upon request
Offering assistance with event design, theme, and décor

Wedding Rehearsal

Coordinate ceremony rehearsal (1 hour)
Distribute extremely detailed wedding day itinerary to bride and groom. If and when emails are provided we could send a detailed itinerary to the bridal party and family members if desired.
Collect/Coordinate final payments for specific vendors

Wedding Day

One lead and one assistant coordinator
Manage the flow and timing of the ceremony and reception (until cake cutting)
Act as a liaison between wedding party, family members, and vendors
Use of Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies
Distribute bouquets and pin flowers on attendants & family members
Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
Oversee set-up of the ceremony to make sure all commitments are fulfilled
Distribute final gratuities as needed
Set up all contracted ceremony décor (i.e. guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc.)
Direct Ushers with programs and seating distribution
Line up and cue wedding party/musicians for ceremony
Collect all personal wedding items and gifts and deliver to reception site or designated person
Cocktail Hour & Reception (6 hours - Set Up Through Start of Teardown)
Set up contracted reception décor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)
Manage vendor set-up of reception and make sure all commitments are fulfilled
Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
Cue Bride and Groom for all important events
Maintain & coordinate timeline for all events during reception
Stay in communication with banquet staff to ensure things are going smoothly