



Partial Planning

Partial Planning is ideal for the couple who enjoys planning their wedding, but needs a little help and direction. Planning an event can be fun with the right team working with you. Whether it's helping you select wedding vendors, designing wedding décor or making sure no detail has gone over looked, we want to help you plan your dream wedding with the confidence of a professional on your side!

Six to Eight Months Prior to the Wedding Day

- Twelve (12) hours of hands on wedding planning time – in person, Skype, vendor meetings, design
- Unlimited phone and via email correspondence
- Custom wedding planning worksheet
- Vendor referral list, tailored to your budget, style and personality
- Wedding design development
- Arrange and facilitate your vendor appointments
- Timeline preparation
- Ceremony & Reception venue map preparation
- 24 hour/7 days a week access to personalize wedding management software, including: personalized wedding website, RSVP collection, budget management, payment reminders, event calendars, seating chart management and more.

The Week of the Wedding

- Distribution of the “Day of” timeline to all vendors
- Final vendor confirmations
- Rehearsal Coordination and Instruction

The Wedding Day | Day of Coordination

- Complete wedding day coordination with an assistant.

- Greet and assist all vendors with proper set-up and design of ceremony and reception areas
- Set-up reception décor item such as: place cards, guest book, favors, photographs, candy bar, specialty linens, gift table, ceremony programs, menu cards, etc.
- Distribute and pin all corsages, boutonnieres and wedding personal flowers
- Act as the “go-to” person for all vendors and wedding party to ensure the bride and groom and their families can relax and enjoy day
- Communicate with all catering staff and banquet captain
- Make sure the ceremony and reception site set-up is complete and decorated to your specifications
- Manage the timing of events for the bride and groom, family, wedding party and vendors
- Be there by your side and available to any emergencies
- Review seating assignment with ushers and be available for questions
- Round up, line up and cue the Wedding Party when it's time to walk down the aisle
- Cue Ceremony Musicians
- Make certain that all décor items from ceremony which will be reused to reception get to appropriate places
- Direct guest to reception site
- Make certain all candles are lit and last minute touches are done to the reception site
- Answer all guests' questions and concerns graciously throughout the day
- Coordinate all of your reception details – We will cue and prepare you through the evening: Grand Entrance, Blessing, Toasts, Cake Cutting, First Dance, Father/Daughter Dance, Mother/Son Dance, Garter Toss/Bouquet toss
- Take gifts to designated car
- Ensure all vendors complete obligations and receive final payments at the completion of their job
- Ensure the day runs on schedule to make sure you get all of your special touches in
- Help take down all decoration and gifts including guest book, pen, toasting glasses, cake top, table décor, etc.
- Arrange end of the night transportation
- Additional consultations may be added

