



## Full Wedding Planning Package- \$2500

### Planning and Preparation

- Unlimited planning meetings arranged through the planner
- Unlimited phone calls and email correspondence (within normal business hours)
- Rehearsal, ceremony and reception timeline preparation
- Detailed task list through planning process
- Assist with selecting color scheme, theme, and style
- Assist with rental order and oversee delivery, placement, and return
- Floor plan development and seating arrangement assistance
- Assist with etiquette questions
- Assist with musician selection for ceremony
- Assist with favor and wedding party gift selection
- Ceremony program assistance
- Décor and design services
- Collect items (if needed) at rehearsal to be brought and set up on wedding day such as guest book, place cards, card box, wedding favors, etc.

### Vendor Selection and Coordination

- Recommend additional vendors (if needed) based on style, personality, and budget
- Personal attendance at all necessary vendor appointments (2 per category)
- Coordinate wedding day timeline for all vendors
- Create and distribute wedding day timeline for all vendors
- Confirm and coordinate vendor arrivals
- Trouble shoot any problems with vendors and details on wedding day

### Budget and Payment Services

- Development of a budget based on meeting with the client
- Track vendor deposits, payment, and due dates.

### Guest Services

- Assistance with setting up room blocks for out of town guests

- Hotel recommendations for the bride and groom after the wedding
- Developing ideas for a “to do” list of Nashville sites for out of town guests
- Assist with distribution of timelines and welcome baskets

#### Special Services

- Tuxedo Return (Within Middle Tennessee)
- Favor Assembly

#### Wedding Weekend Services

- Attendance and direction at wedding rehearsal (2 hour)
- Attend, oversee and direct ceremony and reception
- Additional event assistant
- Receive deliveries and greet vendors
- Ensure ceremony and reception locations are set up as planned
- Guest assistance
- Coordinate transportation with limo, trolley, bus, etc
- Assist with distributing flowers to wedding party and family and the pinning of all corsages and boutonnieres
- Provide wedding day emergency kit
- Place table numbers, place cards, programs, favors, guestbook, décor, etc at the ceremony and reception
- Line up and cue wedding party for processional
- Cue musicians to ensure proper timing of ceremony
- Earlier contact with photographer to discuss places on site for beautiful and original photos
- Assist photographer with gathering family and wedding party for photos
- Coordinate all reception activities including entrance, first dance, cake cutting, etc.
- Maintain schedule of reception
- Distribute final payment and gratuities to vendors
- Coordinate the packing up of gifts and décor to go home with prearranged friends and family
- Oversee teardown and strike of reception venue

#### Rehearsal Dinner Planning

- Includes 1 consultation appointment
- Unlimited phone calls and email correspondence
- Vendor selection and referrals
- Assistance with theme and design
- Up to 2 hours of attendance at the rehearsal of the ceremony