

## Description of Services

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### PARTIAL SERVICES

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This package is for the bride and groom that need a wedding planner to meet them in the middle of their wedding planning process. It allows the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way and helping to finish all of your wedding planning for your wedding day. Our “Partial Services” include the following:

- ❖ Four planning appointments before the wedding date to finalize the details (6 hrs total)
- ❖ Wedding planning appointments begin starting up to 12 months out of wedding date
- ❖ Unlimited advice via phone or email
- ❖ Assistance with choosing a venue for the ceremony and reception
- ❖ Assisting with layout and decor of venues
- ❖ Review vendor contracts
- ❖ Provide vendor referrals for any outstanding areas and assist in procuring contracts
- ❖ Create list of “yet-to-dos” for the bride and groom
- ❖ Provide a detailed timeline for all contracted vendors and the wedding party
- ❖ Assistance with setup diagrams for ceremony, cocktail hour and reception
- ❖ Coordination of all reception details such as grand entrance, first dance, toasting, cake cutting, grand exit, etc.
- ❖ Coordination of rehearsal, ceremony, cocktail hour and reception
- ❖ One hour for the rehearsal and up to 10 hours on the wedding day
- ❖ Supervision of venue setup for ceremony (flowers, tables, aisle runner, etc) and reception (flowers, cake table, catering, staff)
- ❖ Serve as point of contact for venue staff and all vendors; we will be the first to arrive and the last to leave
- ❖ Set up all ceremony items including programs, unity candles, aisle runners, etc.
- ❖ Set up all reception items including seating cards, place cards, gifts table and card box, wedding favors, etc.
- ❖ Ceremony and reception coordination
- ❖ Keep bridal party and vendors to the established timeline
- ❖ Distribute flowers, bouquets, and pin corsages and boutonnieres
- ❖ Assist guests and answer questions as needed
- ❖ Distribute remaining vendor balances and tips on bride and groom’s behalf at the end of the night
- ❖ Take care of any last-minute details
- ❖ Deliver gifts and remaining ceremony and reception items to designated location
- ❖ Bridal party emergency kit always on hand

