

RATES STARTING AT \$4,000 (INITIAL CONSULTATION IS COMPLIMENTARY)

This package is designed for the couple that has booked their venue and has selected the majority of their vendors, but wants professional assistance putting the finishing touches on their wedding plans. Our pre-wedding assistance can begin as early as six (6) months before the wedding. This package includes Day of Wedding Coordination Services.

### **Final Wedding Preparation:**

- Unlimited consultations via phone or email and up to three (3) virtual or in-person meetings to discuss decor, etiquette, invitations, status updates and final/logistical details
- Research remaining vendors needed and obtain quotes, provide recommendations and schedule meetings
- Assistance/recommendations on the final budget prepared by the bride
- Onsite wedding day management for up to fifteen (15) hours. One of those hours is reserved for clean-up.
- Confirmation of all final details and schedule of vendors
- Creation of your wedding day schedule/timeline including all details
- Creation of floor plan
- Access to Aisle Planner wedding planning software
- Customized checklist and reminder for tasks, payments and appointments
- Rehearsal coordination on the day of the wedding or the day before with prior arrangements
- Emergency kit available for bridal party and family to use on wedding day

### **Your Wedding Day:**

Perfectly Planned will provide complete wedding day management/coordination and will be a single contact source for all vendors, answering any questions or concerns. We will provide one coordinator and one assistant on day of wedding.

- Pre-Ceremony
  - Receive deliveries and greeting vendors
  - Distribution of bouquets and corsages to bride, bridesmaids, mothers and grandmothers
  - Boutonniere pinning for groom, groomsmen, ushers, fathers and grandfathers
- Ceremony
  - Assistance with processional/recessional
  - Gathering of wedding party and family members for pre or post ceremony photos
  - Breakdown and packaging of all personal belongings from ceremony site
- Reception
  - Greeting your guests as they arrive for cocktail hour and assisting them with their needs
  - Preparing your bridal party for their grand entrance
  - Ensuring that the scheduled timeline is adhered to
  - Distributing final payments and gratuities to all of your vendors
  - Ensuring that any special requests made from your guests are granted (i.e. special dietary restrictions)
  - Coordinate with DJ to make sure timeline of events are adhered to and announcements are made for first dance, speeches, cake cutting, bouquet toss, garter toss, etc.
  - Cake cutting services, if not provided by caterer
  - Preparing guests for bride and groom send off
  - Breakdown and packaging of all personal belongings as well as rental items from reception site

\* Additional \$200 for hours in excess of fifteen (15) contracted hours

\*\* Add \$200 for additional setup assistant needed for guest counts over 200

\*\*\* Add \$500 for room flip for inside ceremony to inside reception