



LUXE

Full Wedding Planning

We will take care of each and every detail from beginning to end. This package allows you to leave everything to us, ensuring that your wedding is executed and planned properly saving you from the stress and time.



Ideal for couples with busy schedules; Offload all tasks related to planning the wedding. This package includes the entire planning process and having a professional oversee and execute all duties. A peace of mind service that assists a couple with wedding details from start to finish.

This package includes a wedding planning software called "Aisle Planner" to manage the wedding details that includes a master checklist and to do lists 12 months out to your wedding day, design studio to input inspiration photo's, guest list, rsvp & dietary meal tracking, vendor organization, budget spreadsheet, wedding website for guests, calendar management, & more!

<https://www.youtube.com/watch?v=VFlg6xW8tfo>

The Premium Planning Process



12 MONTHS PRIOR TO THE WEDDING DATE

- Unlimited access to certified planner - virtual, e-mail correspondences, and telephone calls
- Planning/preparation meetings with couple
- Three in-person design meetings – theme, color scheme, decor, floral arrangements, art installations planning which includes one decor mood board
- 10 site visits to reception locations, venue sourcing
- One ceremony rehearsal - includes organizing the processional and recessional
- Unlimited virtual planning assistance in every aspect of your pre-wedding festivities
- Supervision/ co-ordination at rehearsal dinner
- Full production planning and coordination from start to finish
- Venue sourcing; planner to provide client with a comparison analysis document with venues of interest with all information required to decide on ceremony and reception location based on clients budget, style and preference
- Working with the venue or wedding location to assist with final preparations, floor plans and logistics
- Review and negotiate vendor contracts
- Sourcing, referring, and hiring all wedding vendors - including invitations, photographers, videographers, make up & hair, barber, officiant, DJ, live entertainment, decor, florist, cake, and many more
- Comprehensive day-of timeline, floor plan, group shot photography lists and agendas
- Creations of wedding day documents to all vendors and parties involved
- Budget preparation, allocation, and management
- A complete calendar management system to keep you on track
- Planner to attend vendor meetings upon availability (Sending emails to ensure everything is completed, delivery times, load in- loadout, etc.)
- Accompaniment of the food tasting to ensure phenomenal menu
- Handling printed or virtual invitations and cards (ordering, and mailing)
- Printed material design assistance: Invitations, save-the-date cards, RSVP cards, rehearsal dinner invitations, menu cards, placement cards, welcome cards, thank you cards, etc.
- Seating chart & stationary development assistance
- Wedding website creation and management
- Advice on wedding etiquette and stationary wording
- Assisting with bride & groom attire appointments; managing calendar appointments
- Arranging accommodations, hotel bookings, and transportation
- Solving last-minute emergencies
- Overseeing: Timeline of events, reception, and ceremony set up, rental deliveries, catering set up, wedding favors, place settings, centerpieces, production set up, etc.
- Day of everyone is informed of the timeline (cocktail hour, entrance, first dance, speeches, cake cutting, garter toss, etc.)- Food is hot and served correctly- Emergency kit on-site, venue is set up and left clean, ensure a smooth transition from the ceremony to the reception
- Ensure you are enjoying the planning process and on the wedding day, STRESS-FREE!

Embrace The Beautiful



The Wedding Day

UP TO 10 HOURS



- Two certified wedding planners to oversee the wedding day
- Supervision of the bride & groom's get ready locations; assisting with breakfast item layout and tear down before ceremony departure, ensuring limo or transportation arrives on time
- Planner to ensure family and bridal parties boutonnieres, ties, and corsages are pinned/done properly
- Planner to transport all personal baggage to limo, if required
- Ensuring all is organized prior to photographers arrival for detail shots and ensure all is photographed per clients specifications
- Finalizing all vendor payments, if required
- Onsite direction of the wedding ceremony
- Supervision and directorship of couples and family photography
- Provide day-of assistance styling the ceremony, reception & cocktail hour space (welcome signs, memory table, envelope box, favors, menus, table numbers, name cards, seating chart, guestbook, etc.)
- Overall coordination as per timeline - cocktail hour, grand entrance, first dance, speeches, cake cutting, garter removal & toss, bouquet toss, entertainment, and other timeline details associated with your wedding
- Review seating plan prior to reception for accuracy
- Full production management, including overseeing all entertainment and set up of rentals required for the wedding day
- Ensure that all guests with allergies receive appropriate dietary meals
- Provide a 5-minute reminder for all those who are doing speeches/presentations
- Communicate with DJ/MC or Master of Ceremonies to ensure smooth transitions throughout the reception
- Greet any last minute guests and ensure they find their seat
- Wedding planner acting as main liaison with cater/venue and various other vendors
- Ensure all vendor contracts are delivered as promised
- Be the day-of contact for all your guests & vendors needing directions/info
- Ensure overall food, beverage and late-night stations are efficiently executed
- Access to wedding emergency kit on-site (includes items like stain remover, sewing kit, Advil, etc.)



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*Option to add additional hours

*Based on the size of the wedding, an additional coordinator may be required

