



## BELLE

# *Partial Wedding Planning*

We want you to be able to be fully present and enjoy your day without stress or having to think about any of the logistics. This package is designed for couples that want a professional to help them execute all of their planning when the wedding day finally arrives. Your certified planner will oversee all the festivities, ensuring all runs smoothly and just as you'd imagined.



This package is designed for couples who have planned most aspects of their wedding but need extensive guidance throughout the process, giving you the confidence that every detail has been covered so you can step back and enjoy the process.

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.

<https://www.youtube.com/watch?v=VF1g6xW8tfo>

# The Planning Process



## 8 - 10 MONTHS PRIOR TO THE WEDDING DAY

- Welcome meeting with certified planner to review the itinerary, floor plan, timelines, design, and vendors to ensure all final details are organized
- Unlimited phone and email correspondence with certified planner
- Three preparation meetings, as required
- One site visit
- Provide a critical path checklist to ensure couple is on track with timelines
- Completing a walk-through of the ceremony and reception site, including food tasting selection advice
- One ceremony rehearsal - includes organizing the processional and recessional
- Consult on what's left of the planning for the wedding and complete all necessary tasks
- Wedding tracking tools to help you know how to continue the process
- Timeline finalizing and confirming vendor details (day of and payment coordination)
- Organizing and booking vendor meetings
- Assist with referring and hiring all vendors that fit within your budget including invitations, rentals, photography, videography, catering, entertainment, decor, clergy, cake, gifts, favors etc.)
- Comprehensive layout development & RSVP tracking
- Advice regarding contracts
- Budget development & vendor negotiations
- Final "to-do" list documents to ensure couple is organized if necessary (custom to each client)
- Planner to attend vendor meetings upon availability (Sending emails to ensure everything is completed, delivery times, load in- loadout, etc.)
- Working with the venue to assist with final preparations, floor plans and logistics
- Vendor communication before the wedding day to include itineraries sent via email to all vendors
- Ensure delivery, set up, and pick up of all rental equipment for the day is organized as per the timeline
- Ensure hotel arrangements are organized for bridal party & guests' if necessary
- Provide check-ins, advice, and guidance wherever possible throughout the planning process in-person, email, virtual or phone calls.

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

