



# COUTURE

## Month of Planning

There are a variety of tasks that certified wedding planners execute during the course of a wedding day. It's our job to ensure that everything runs as efficiently as possible.

We want you to enjoy your special day with a piece of mind..



We will meet with you in person for a consultation to review all vendor contracts and necessary documents. We will conduct a detailed appointment to gather all information to make sure your special day runs smoothly by letting us take care of the beautiful details.

## *The Planning Process*

### 2 MONTHS BEFORE

- One initial welcome meeting to review the itinerary, catering, venue logistics, floor plan, timelines, design, and vendors (Up to a 2 hour meeting. Additional meetings may be provided at Planners discretion)
- Two additional meetings prior to the ceremony rehearsal attendance to go over logistics and final details
- One ceremony rehearsal - includes organizing the processional and recessional
- Itinerary & agenda creation
- One venue inspection / site visit
- Rehearsal coordination planning
- Final "to-do" list documents to ensure couple is organized if necessary (custom to each client)
- Payment reminder management
- Photography group shot list creation for the get ready locations, ceremony, photo location and reception
- To ensure all décor and floral is executed as per couples wishes and to review contract to ensure nothing is missed
- Confirm all necessary venue requirements with onsite reception manager
- Working with the venue to assist with final preparations, floor plans and logistics
- Guest table seating arrangement assistance
- Vendor communication before the wedding day to include itineraries
- Ensure hotel arrangements are organized for bridal party & guests' if necessary
- Ensure delivery, set up, and pick up of all rental equipment for the day is organized as per the timeline
- Provide check-ins, advice, and guidance wherever possible throughout the planning experience via email or phone calls.

*Embrace The Beautiful*



# The Wedding Day

Up to 12 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.)



Embrace The Beautiful

\*Option to add additional hours

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

