



This and That

EVENT SERVICES

Ultimate Package ... Full Planning *with* Day of Coordination

Starting @ \$3900

***Day of Hours On-Site: Unlimited**

Includes: One Lead Planner, Two Assistant Coordinators

You are busy and have witnessed friends spend thousands of dollars and HOURS on their wedding planning. You want to be involved but not responsible for the planning. You will come up with a vision and pass it off to somebody with experience. We work with you on everything – providing expert advice from locating your venue, managing your budget, vendor meetings, big and small event design, defining details, and creating personal décor on request. We take care of everything from vendor referrals and meetings, to scaled event diagrams, inspiration and design boards, budget management, guest list management, and transportation.

- Access to Preferred Vendors List & Applicable Discounts
- **Venue Selecting Process – Will help find your venue and go along to site walks.**
- On-Site Walk Through to Discuss Event Logistics
- **(6- 8 Pre-Planning Meetings)**
- Troubleshoot Event Details [ie: delivery/p-u times, site access times, parking, power, etc]
- Set-Up of Limited Personal Décor *some restrictions apply.
- Table Mock-Up *florals not included
- Scaled Layout of Reception
- **Online Planning Tools – Budget Tracker, Payment Calendar, Timeline, Notes, etc.**
- **RSVP Tracking & Calls/Emails to guests in last month missing RSVP's**
- ACCESS to T&T's Inventory of Food, Dessert, and Beverage Display Items
- **Assist w/Projects IE: Programs, Escort Cards, Signs, Embellishments, crafts, etc.**
- **Bridal Shower/Rehearsal Dinner Planning Help**
- **Running of up to (4) Event or Personal Errands (ie: p/u or, tuxes, décor, mini desserts, etc.)**
- **Returning of Items up to (2) Returns After Event IE: Rentals, or Personals etc.**
- **Transportation & Hotel Reservation Help**
- **Vendor Selections/Contract Negotiations /Sourcing Specialty Items & Rentals**
- Oversee Event Install
- Check Off Vendor Deliveries
- Direct All Vendors to Set-Up Locations Upon Arrival
- Assist Any Vendor in Need of Help
- Handle Any Issues That Arise While On-Site.
- Point of Contact for Pre-Event Questions.

Ceremony Management

(If ceremony and reception are at different venues there will be an additional charge.)

- Discuss Processional in Detail
- Review Family Seating/Ushers
- Choreograph Entry/Exit of Bridal Party & Bride
- Rehearsal Assistance (1hr max)
- Line-Up & Coordinate Bridal Party Day Of- Queue Music

Reception Management

- Customize Timeline/Event Flow
- Run Timeline [ensure everyone is where they are supposed to be when they are supposed to be]
- Ensure Vendors Follow Through w/Contracted Services
- Pack-Up Gifts, Personal Items & Décor, Help Load Vehicles *overtime charges may apply

Event Breakdown Management

- Make Sure Everything Goes Back To The Right Person
- Ensure Deadline is Met; to Avoid Potential Overtime Charges by Venue & Other Vendors.
- Hand Out Final Payments & Gratuities
- **Meet someone @ Site next day if needed for pick-up or clean-up etc.**