

Dream Weddings by Brittany Wedding Packages



Day-Of Coordination - \$1000

Rehearsal Day

Distribution of all hotel welcome bags for guests to be delivered to the designated locations. Pick up and return of all men's wear. Gathering location to be determined by coordinator and client and discussed with wedding party during rehearsal. Decoration and/or set up of rehearsal dinner before guest arrival. Decoration and/or set up at ceremony and reception site, if allowed by venue. Hours dictated by venue. Evaluation, construction, and breakdown of all ceremony and reception sites, including tables and chairs on the wedding day. Full coordination of ceremony rehearsal the day prior or morning of the wedding. Overview of guest seating and usher instructions.

Processional instructions and etiquette advice on seating of family. Coordination of wedding party processional, recessional, and location during the ceremony. Timing and cues with officiate and music provider. Meeting locations and times for all wedding party and family.

Wedding Day

Full coordination of wedding ceremony and reception on the wedding day. Acceptance of all vendors and set up instructions. Picking up additional/last minute items including, but not limited to, rented equipment, breakfast or lunch for the wedding party. Coordination and pinning of all floral with corresponding attendants and family members. Assuring the reception location is set prior to the first guest's arrival. Coordination of couple, bridal party and immediate family during ceremony, pictures and reception. Coordination with reception site manager and vendors while moving into corresponding activities. Gathering of all items to be packed with family or picked up the following week. Final clean up of reception facility after guests depart.

Month-Of Coordination - \$2000

Month Of Wedding Planning Package is geared toward our brides who have the basics of wedding planning and vendor booking under control, but are looking for professional assistance toward the end of the planning tying together the remaining details and controlling the wedding weekend with well-constructed time lines, diagrams, vendor communication and seamless event execution.

Complimentary initial consultation.

Unlimited meetings, emails, phone calls with office staff and/or coordinator to prepare.

Personalized wedding tracking guide.

Assistance with linens, rentals, and overall décor decisions.

Direction for vendors as needed to complete booking services, based on style and budget.

Monthly wedding updates to keep file and planning on track.

Full wedding weekend time line constructed with and approved by the client, to be distributed to all vendors and others if necessary.

Detailed ceremony outline, including seating of family, approved by officiate.

Diagrams of ceremony location and reception location for seating and décor purposes.

Final meetings with vendors to confirm details, catering, photographer, entertainment, florist, venue.

Collection and transportation of all personal items at the shop for wedding day coordination.

Plus everything included in the Day-of Coordination package

Full Service Wedding Planning - \$3000

Complimentary initial consultation. Unlimited meetings, emails, phone calls with office staff and/or coordinator to prepare. Budget evaluation and composition, to be approved by the client.

Modifications and updates on personalized wedding tracking guide. Digital guest list compilation with bride, groom and parents. Management of the couples' wedding website on preferred digital platform. Help with wedding design comprehension and execution with custom digital design boards. Assistance with linens, rentals, and overall décor decisions. Assistance and guidance with wedding registry and management as needed. Appointments, price, style, service and availability evaluations of all below vendors, to include but not limited to: Bridal Gown Bridesmaids' Gowns Men's Attire Ceremony Venue Reception Venue Caterer – scheduling of menu tastings and evaluations for wedding reception with selected caterers Florist – scheduling of mock-set to evaluate centerpieces with selected florist, scheduling of bridal bouquet for portrait Photographer – scheduling of engagements, scheduling and attendance of bridal portraits Videographer Bride and Groom's Cakes – scheduling of tasting and design meeting with selected bakers Make Up Artist and Hair Style – scheduling of trial sessions with selected artists, scheduling of bridal portraits with artists Officiate Ceremony Music Reception Entertainment Stationery – save the dates, invitations, programs, name cards, etc. client is responsible for the cost of stationery printing, addressing and postage. ACO will assemble and mail out all save the date and invitation suites. RSVP tracking upon return with a weekly update of guest count on a shared spreadsheet. Transportation Hotel Accommodations Rehearsal Dinner Location and Vendors (based on host's needs) Purchase of Wedding Personal Items (cake serving sets, toasting flutes, wedding party gifts, etc.) Spa Appointments Sunday Brunch Locations and Vendors (based on host's needs) Management of Vendor Bookings Scheduling of all vendor appointments, plus management of communication, contracts, deposits and final payments between client and vendor. Coordinator attendance of all meetings. Final meetings with vendors to confirm all details. Detailed ceremony outline, including seating of family, approved by officiate. Diagrams of ceremony location and reception location for seating and décor purposes. Collection and transportation of all personal items at the shop for wedding day coordination.