



“Guiding you step by step through wedding planning while alleviating your stress.  
Present with genuine care”

*All pictures in this brochure are from my past clients. Credits: Vanessa Rose Photography, Alex & Jana Photography, Juniper & Ivy Photo*



## **LAKE COMO PACKAGE - MONTH-OF COORDINATION**

**\$1,300**

### **SERVICES PROVIDED**

#### **Month-Of Preparation**

- We will create an online planning folder for you to easily keep track of all of your documents in preparation for our meeting one month before your wedding
- One month prior to your wedding date we will have an in-person consultation
- At this meeting we will discuss all the details of your wedding from top to bottom
- We will also do a walk through of your venue at this time to go over the floor plan
- One month prior to your wedding we will be available by phone and email for any questions you may have pertaining to your wedding
- One month before your wedding we will begin communicating with your vendors and take over all vendor communication
- We will draft a well-organized day-of wedding timeline and coach vendors on its contents
- We will draft diagrams if necessary
- Assist with shot list for photographer and song list for band/DJ

#### **Wedding Day Management + Installation**

- Provide Bridal Emergency Kit (anything and everything you may need on your wedding day).
- Greet wedding vendors as they arrive and receive deliveries
- Ensure that all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup of all physical sites, including but not limited to ceremony, cocktail hour, and reception sites
- Assist wedding party, family and guests as needed
- Organize and distribute all personal flowers to family members and special guests.
- Distribute programs to guests and direct them from arrival area to ceremony.
- Light candles and place table numbers, menus, place cards, favors, toasting glass, cake serving set, etc. per décor plan
- Setup escort cards and escort card table décor
- Setup guest book

- Facilitate the wedding ceremony
  - Check for any items necessary to properly conduct the ceremony (i.e., rings, glass, etc.)
  - Cue musicians
  - Properly line up and cue processional
  - Make sure that your marriage license is signed and given to the officiant
- Assist photographer with family photos if needed
- Oversee cocktail hour and reception from food service to coordinating entertainment and all announcements/toasts/activities
- Keep wedding running smoothly and on time
- Personally direct guests during wedding
- Distribute any final payments and tips to all vendors on your behalf
- Be prepared to meet any emergency situation that may arise
- Be cheery and agreeable, with no sense of stress about us
- Organize and lead ceremony rehearsal including processional and recessional line up (we highly recommend officiant to be present). Coordinate with officiant if they can't attend rehearsal

## **PORTOFINO PACKAGE - PARTIAL PLANNING**

**\$2,500**

### **SERVICES PROVIDED**

#### **Month-Of Preparation**

- We will create an online planning folder for you to easily keep track of all of your documents in preparation for our meeting one month before your wedding
- One month prior to your wedding date we will have an in-person consultation
- At this meeting we will discuss all the details of your wedding from top to bottom
- We will also do a walk through of your venue at this time to go over the floor plan
- One month prior to your wedding we will be available by phone and email for any questions you may have pertaining to your wedding
- One month before your wedding we will begin communicating with your vendors and take over all vendor communication
- We will draft a well-organized day-of wedding timeline and coach vendors on its contents
- We will draft diagrams if necessary
- Assist with shot list for photographer and song list for band/DJ

#### **Wedding Day Management + Installation**

- Provide Bridal Emergency Kit (anything and everything you may need on your wedding day).
- Greet wedding vendors as they arrive and receive deliveries
- Ensure that all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup of all physical sites, including but not limited to ceremony, cocktail hour, and reception sites
- Assist wedding party, family and guests as needed
- Organize and distribute all personal flowers to family members and special guests.
- Distribute programs to guests and direct them from arrival area to ceremony.
- Light candles and place table numbers, menus, place cards, favors, toasting glass, cake serving set, etc. per décor plan
- Setup escort cards and escort card table décor
- Setup guest book
- Facilitate the wedding ceremony

- Check for any items necessary to properly conduct the ceremony (i.e., rings, glass, etc.)
- Cue musicians
- Properly line up and cue processional
- Make sure that your marriage license is signed and given to the officiant
- Assist photographer with family photos if needed
- Oversee cocktail hour and reception from food service to coordinating entertainment and all announcements/toasts/activities
- Keep wedding running smoothly and on time
- Personally direct guests during wedding
- Distribute any final payments and tips to all vendors on your behalf
- Be prepared to meet any emergency situation that may arise
- Be cheery and agreeable, with no sense of stress about us
- Organize and lead ceremony rehearsal including processional and recessional line up (we highly recommend officiant to be present). Coordinate with officiant if they can't attend rehearsal

### **PLUS:**

- Attend up to three vendor meetings of your choice
- Up to three in person meetings to review layout, vendor contracts, timeline, decor list
- We will start working on your wedding 4 months before the day
- Unlimited communication will start 4 months before the wedding

## **VENEZIA PACKAGE - FULL-SERVICE PLANNING + DESIGN PACKAGE**

**Starting at \$4,000 (percentage based on overall wedding budget)**

### **SERVICES PROVIDED**

#### **Initial Consultation**

- The initial consultation will be a detailed in-person meeting to discuss your wedding style and budget from top to bottom
- If you are comfortable with it, we like to host this meeting at your home/apt so we can get a better sense of your style!
- At this meeting we will collaborate with you to come up with the overall vision of your wedding and start brainstorming elegant and creative ways to wow your friends and family
- We will also go over the planning and coordination process so you know what to expect over the coming months

#### **Unlimited Guidance + Consultations**

- We will be happy to meet with you in person, chat over the phone or email as often as you need throughout the planning process
- We are very prompt with email responses and will always let you know if we will be unavailable due to an event. Of course, on event days we will always respond to urgent matters, should they arise
- No question is too silly or task too little for us to help you with. We are here to guide you through every step of the planning process

#### **Organizational Tools + Planning Services**

- Create a detailed and personalized wedding budget
- Negotiate all vendor contracts to make sure they are in line with budget proposal
- Maintain budget and update as needed
- Create personal planning timeline that outlines monthly to-do lists
- Oversee the completion of all monthly tasks
- Draft a well-organized day-of wedding timeline and coach vendors on its contents
- Create a contact list to distribute to vendors for ease of communication
- Create detailed floor plans for all events and distribute to all vendors
- Create and circulate directions, parking information and details specific to the venue to all vendors
- Create detailed schematics of seating, furniture layout and venue set up

- Assist with shot list for photographer and song list for band/DJ

### **Site Scouting + Management**

- Research potential wedding venue locations and determine availability and appropriate logistics of each
- Schedule and attend all potential venue walkthroughs
- Once venue is selected, schedule and attend all meetings pertaining to venue
- Develop and maintain relationship with on-site coordinator or venue site management
- Manage communications with venue and act as your liaison for any issues that arise

### **Vendor Selection + Management**

- We will provide you with a personalized list of recommended vendors; recommend include, but are not limited to: caterer, photographer, videographer, officiant, florist, calligrapher, stationer, furniture rentals, linen rentals, tabletop rentals, musicians/band/DJ, transportation, lighting, sound/AV equipment, tenting, bar services, tailor, dress designer, hair and makeup, cake baker, and anything else you can imagine
- Set up and attend all vendor meetings
- Draft, review, and negotiate all vendor contracts and pricing
- Act as liaison between you and all vendors so you do not have to answer daily emails and phone calls
- Ensure vendors receive payments on time
- Provide vendors with detailed timelines, instructions, schematics and pictures as needed

### **Event Concept + Design**

- We will collaborate with you to create a cohesive and custom design concepts and color palettes for your wedding ceremony, cocktail hour and reception
- Creation and continual revision of an online design board based on our collaborative ideas
- Provide textural and tangible samples such as fabric swatches, paper samples, floral samples, etc.
- Ensure that your design concepts are clearly communicated to other design-related vendors through detailed instruction and mockups
- Source any specialty items or artistic fabrications needed to complete the design of your wedding

## **Floral Design**

- We will work with you to concept your centerpieces, bouquets, bouts, and all floral installations
- All floral concepts will be added to the design board based on our collaborative ideas
- Work closely with the floral designer to create the look we have conceptualized for your wedding

## **Paper Suite**

- Collaborate with you to create the concept for wedding invitations, RSVP cards, envelopes, menus, escort cards, programs, signage, and maps that meet your budget and style
- Assist with invitation wording and how to address invitations
- Provide etiquette advice relating to guest lists and invitations
- Assemble invitations (stuff and stamp), programs, menus, etc. to your specification

## **Menu Creation**

- We will collaborate with you and caterer to create an original menu for cocktail hour hors d'oeuvres, reception seated dinner and late night snacks (if desired) that reflects your personal taste as well as the overall event
- We will work closely with the caterer to ensure the realization of the culinary vision

## **Guest Services**

- Negotiate room rates and contract terms with hotels
- Research and negotiate transportation contracts for guest transportation if necessary
- Assemble and manage distribution of customized out-of-town bags/gifts and welcome letters
- Ensure guests have accurate and helpful information about the wedding venue and surrounding area

## **Ceremony Rehearsal Management**

- Organize and lead wedding rehearsal including processional and recessional line up
- Meet with wedding party to discuss details of wedding day itinerary
- Coordinate with officiant if they can't attend rehearsal

## **Wedding Day Management + Installation**

- Provide Bridal Emergency Kit (anything and everything you may need on your wedding day)

- Greet wedding vendors as they arrive and receive deliveries
- Ensure that all vendors are fulfilling their contractual duties and act as their day-of contact
- Manage and install décor setup, including but not limited to ceremony, cocktail hour, and reception sites
- Assist wedding party, family and guests as needed
- Organize and distribute all personal flowers to wedding party, family members and special guests
- Attend sound check with musicians/band/DJ
- Distribute programs to guests and direct them from arrival area to ceremony
- Light candles and place table numbers, menus, place cards, favors, toasting glass, cake serving set, etc. per décor plan
- Setup escort cards and escort card table décor
- Setup guest book and make sure people are signing it
- Manage and facilitate all guest and bridal party/family transportation
- Facilitate the wedding ceremony
  - Check for any items necessary to properly conduct the ceremony (i.e., rings, glass, etc.)
  - Cue musicians
  - Properly line up and cue processional
  - Make sure that your marriage license is signed and given to the officiant
- Assist photographer with family photos if needed
- Oversee cocktail hour and reception from food service to coordinating entertainment and all announcements/toasts/activities
- Keep wedding running smoothly and on time
- Personally direct guests during wedding
- Distribute final payments and tips to all vendors on your behalf
- Ensure venue is cleaned and left in tip-top shape
- Return any personal or rented items to their owners
- Be prepared to meet any emergency situation that may arise
- Be cheery and agreeable, with no sense of stress about us

WE KNOW THAT THERE ARE A LOT OF PLANNERS OUT THERE SO WE WANT TO **THANK YOU** FOR CONSIDERING US!  
IF YOU WANT TO REACH OUT, FEEL FREE TO SEND US AN EMAIL AT [INFO@VPARTYANDEVENT.COM](mailto:INFO@VPARTYANDEVENT.COM)  
OR CALL US AT (858) 900 - 4253

