



Congratulations on your engagement! Thanks so much for choosing Full Circle to help plan your dream wedding. You're on the way to ensuring your wedding will be fabulously planned, and remembered always! The following is a detailed breakdown of services included in our Partial Coordination Package:

Valuable Wedding planning tools-

- After you have reserved your wedding date, we will send you an e-mail that shares some great checklists, tips and helpful planning information.
- Our preferred vendor list. This is our growing list of the best vendors we've worked with to date. This is more than your average banquet and catering referral list, we love niche and unique vendors and we're happy to share our list of brilliant artisans that will help make your day stand out!
- Several fillable templates to help you keep track of vendors, fees, etc.

Accessibility- We will be available during business hours for unlimited emails, text or phone calls.

Pre-Wedding meetings (# as agreed upon)- During these meetings we will:

- **Discuss your vision for your wedding-** It's our heart to fully understand your vision so we can help you bring that vision into focus! Taking the time to see the uniqueness in your story will help us to incorporate those elements throughout your entire event.
- **Establish a monthly "to-do" list to guide you in your planning.** Monthly e-mails will help remind you of what's needed month by month to help keep you on track.
- **Help you find the perfect venue.** Finding the perfect venue can be a daunting task. Our extensive list of venues and ceremony sites span all over the state, and encompass every theme and genre. We can definitely help you find one that fits your vision perfectly!
- **Suggest vendor referrals and review/manage your vendor list.** We have an extensive list of niche/artisan vendors who are highly skilled in their area of expertise. This will ensure your wedding will be unique and one of a kind. We will schedule all vendor meetings, and will personally attend up to 3 vendor meetings with you. This may include setting appointments for tours, venue selection, tastings/menu selections, contract review and other vendor related appointments.
- **Assist in vendor contract review and negotiation-** We will help to review and negotiate all your various contracts: DJ/live musician, caterer, videographer, event rentals, photography, etc.

- **Provide etiquette and advice** for wording on invitations, save the date cards and your wedding website profile.
- **Help set-up/design your wedding website** and make suggestions on wedding management programs.
- **Provide discount vendor list-** this is a list of vendors who offer discounted prices on wedding dresses, table décor, signs, candles, centerpieces etc. to help your wedding budget stretch.
- **Plan and design ceremony-** including seating, special items (i.e. remembrance or unity candle) etc. We'll make a list of everyone in your wedding party and discuss when and in what order you would like them to process and recess.
- **Confirm all vendors** (delivery times, items being delivered, review contracts etc.) 2 weeks before the wedding.
- **Create a vendor timeline-** this will be distributed to all vendors and wedding party the day of the wedding to ensure we are all in sync.
- **Review of our wedding planning checklist.** This is a list of items brides have most often forgotten about.

Venue walk-through- This is a walk-through of your venue location 3-4 weeks before the wedding to discuss all set-up, vendor placement, table arrangements, site selection/floorplan, seating, and any other details needing to be finalized.

Wedding Rehearsal (up to 2 hrs.)- We will be present at your wedding rehearsal and offer support in any manner needed. We are happy to assist your officiant, or perform rehearsal solely, walking your wedding party through the processional, ceremony highlights and recessional.

Wedding Day:

- **Coordinate all dynamic facets of your wedding day into one seamless event-** manage vendors, provide assistance with guests needs and inquiries, facilitate solutions to unexpected challenging situations that may arise etc.
- **Set up/take down of ceremony and reception site-** this includes all décor, table settings, candles, linens, place cards, signs, centerpieces, etc. and transfer of floral between sites (as agreed upon).
- **Ensure the design of the venue is as anticipated/discussed.**
- **Assist Bride, Groom and Bridal Party as needed throughout the day.**
- **Oversee all wedding day deliveries, and distribution of flowers to bridal party-** receiving and direction of all deliveries and floral, also help with pinning corsages and boutonnieres, delivering bridal bouquets etc.
- **Transport all personal items from ceremony to reception.**

- **Management of timeline and coordination of vendors-** Coordinating the day's activities with all vendors, receiving vendors as they arrive, and working with vendors to be sure all expectations are met. Please note: Venue and catering clean up must be contracted with the appropriate supplying vendor.
- **Deliver payment and tips to vendors requiring payment the day of the wedding.**
- **Coordination of your ceremony processional and recessional-** Lining up groomsman and bridesmaids, checking dresses and making sure everyone gets down the aisle on time.
- **Coordinate reception flow and timing-** This includes releasing tables for dinner, coordinating all events and announcements throughout the reception with the DJ, organizing the bridal party and guests for the grand entrance/exit, cutting of cake, dances, group photo, send-off etc.
- **Guide and assist guests throughout the day/evening-** Being helpful and providing excellent customer service to everyone at the wedding is one of our top priorities.
- **Gift Collection/Post Wedding Packing-** Collection of all personal items and gifts, securing them in an agreed upon location.
- **Handle all last-minute needs.**

Partial Service Package includes one wedding coordinator for a maximum of 12 hours on the day of wedding, to be determined by client. Extra charge for travel beyond 30 minutes, and a wedding assistant may be required for guest lists of more than 200 or more, or if the ceremony and reception are in 2 separate places.

Service Fee: Starting at \$4,500.00*

*Fee may vary based upon wedding details and location



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