

WEDDING MANAGEMENT

We are happy to provide wedding coordination for couples wanting help tying everything together and orchestrating their wedding day activities in the final two months. Our team uses a cloud-based online planning tool for both our full- service and wedding management couples. As a management client,

you will receive complete access to your own custom dashboard throughout the entire planning process. The program features a guest management system, design studio, vendor contacts directory, and more. You even receive access to the exact checklist we use for our full-planning process so you can be sure that every little detail is covered. Two months before the wedding, we will step in so you can stop worrying about the to- dos and start getting ready to say 'I do'.

STARTING AT \$3,000

SERVICES INCLUDE

Up to two planning meetings (in person or virtual)

One site visit, catering tasting + rental meeting

Full access to our online planning program

Vendor referrals + contract review

Ceremony, cocktail hour + reception layout design

Creation of extensive wedding weekend timeline

Communication with vendors, family + wedding party to relay all details and timelines

Vendor payment + gratuity distribution

Direction of one hour rehearsal

Access to wedding rental inventory

Oversee execution of all day-of events - keeping up with timeline + all setup and breakdown



SUTERLANDWEDDINGS.COM
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FULL SERVICE PLANNING + DESIGN

Our team specializes in full service wedding planning and design, providing our clients with comprehensive guidance and expertise, with an emphasis on custom details and a seamless guest experience. Our custom design process is an integral element to our full service package, and offers creative direction and

inspiration throughout the wedding planning experience. Our planners work closely with clients to develop detailed online wedding design boards. These capture our client's vision and feature a collection of color palettes, layouts, pictures, and fabrics. Using this collaborative, unique design process allows our team to clearly communicate the expectations of every detail to the client, as well as to each vendor, and confirms that everyone is aesthetically aligned.

STARTING AT \$6,500

*PARTIAL PLANNING PACKAGES AVAILABLE
À LA CARTE STYLE UPON REQUEST

SERVICES INCLUDE

Regular planning sessions + unlimited email availability

Budget planning + management

Vendor selection + contract negotiation; serve
as liaison between vendors + couple

Coordination of mock-ups + vendor meetings

Guidance establishing a vision and
selecting aesthetic details

Assistance with save-the-date, invitation, and day of
paper or signage selection, production, and assembly

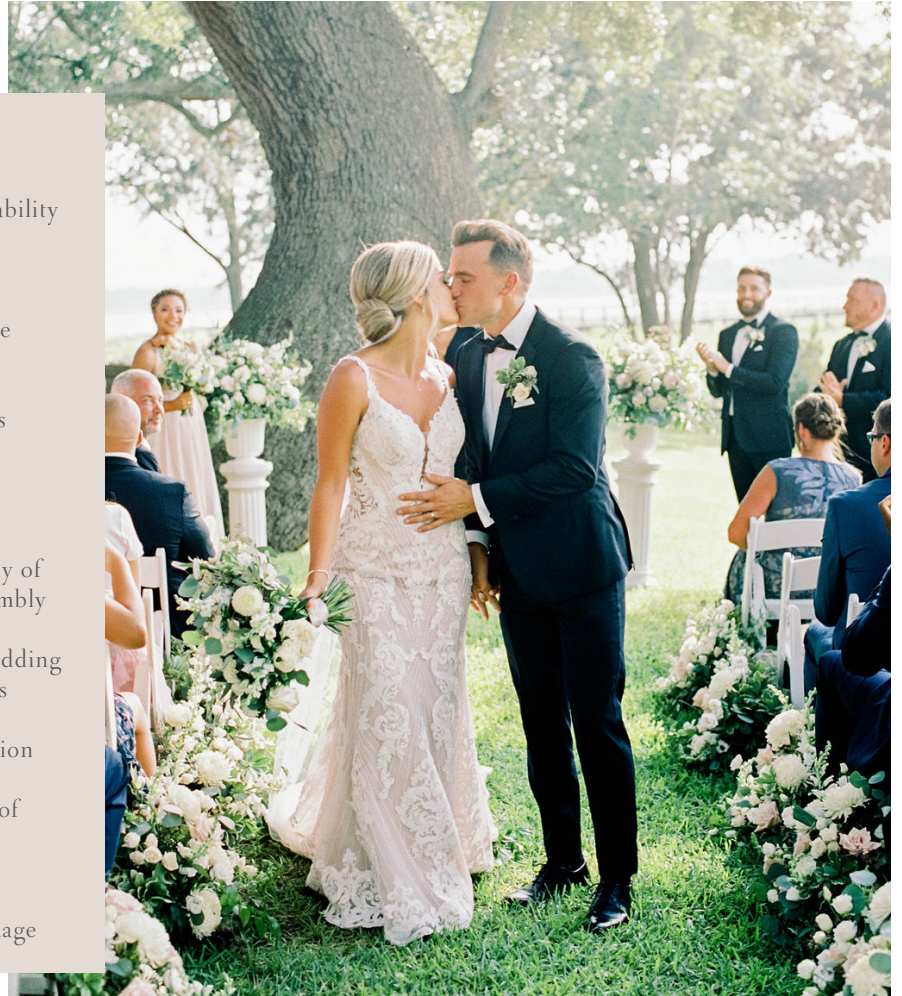
Suggest, coordinate, and/or assemble + deliver wedding
party gifts, hotel welcome bags, and/or favors

Assist with all out of town lodging + transportation

Oversee execution of all aesthetic details day of

RSVP tracking + management

*All services in the Wedding Management package



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