



# Dream

This is the most important day for the bride. We want to give you the most memorable day.

This package has been created as a planning checklist for the couple who is busy but still seeks a coordinator/planner. Planning a wedding is stressful for anyone. This package will allow you to plan while enjoying this experience from start to finish. You can choose when, what, and how you need assistance. Rehearsal dinner planning is optional, and day of execution is included in this service.

\***\$5,900**

**Full Planning Package**

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\*Starting at

- Caterer
- DJ
- DECORE \*includes centerpieces and SH Tabel
- If Bridal bouquet, throw bouquet, brides maids floral and boutonnieres will be needed this be an additional charge
- BACKDROP\*If needed
- LINNENS \*White or Black
- Chargers \*Gold or Rustic

## Including

- Unlimited personal consultations for meetings and vendor consultations
- Unlimited consultation via email or phone
- Provide wedding planning timeline and maintain schedule for meeting, deadlines and vendor payments
- Schedule, coordinate, and attend all meeting with wedding vendors\*if needed
- Venue Research-locate venues, correspond with venue manager, schedule appointments, and attend tours
- Vendor recommendations suitable to client's budget.
- Negotiate contracts, promotions, and discounts with wedding professionals\*if needed
- Create floor plan and oversee set-up logistics
- Seating arrangement assistance \*if needed
- Create master itinerary to be reviewed and approved by client-including schedules for vendor set-up, hair and make-up, and ceremony and reception activities
- Finalize all remaining vendor payments\*if needed
- Etiquette advice for need to know/sticky situations Rehearsal Dinner (Optional)
- Venue Research-locate venues, correspond with venue manager, schedule appointments, and attend tours
- Choose entertainment and discuss music playlist
- Create an itinerary for day of execution
- Email an itinerary and all participating vendors
- Correspond with selected vendors for set up and break down

*SE* EVENT PLANNERS

### **Before Wedding Day /Rehearsal**

- Unlimited phone and email communication from date of contact Rehearsal
- Attend wedding rehearsal and provide necessary assistance o Receive a copy of the itinerary
- Make suggestions if needed (per our conversation this was taken care of)

### **Day of Rehearsal Dinner Execution (Optional)**

- Oversee for rehearsal dinner
- Greet and direct vendors upon arrival
- Cue speeches and toasts
- Oversee food and beverage service
- Coordinate with photographer to take family and guest pictures
- Deliver checks/payments/gratuities to necessary vendors
- Schedule return of rentals and décor pick-ups from venue \*if needed

### **Wedding Day/ Day of Coordination**

- Complete wedding day coordinator from set-up to break down
- Unlimited hours of service on wedding day (sunup to sundown)
- 2 Coordinators (total) to assist
- Complete Wedding Day coverage to ensure all wedding logistics are correct and supervise along with the event manager
- Assist bride/groom and wedding party at dressing room prior to ceremony. \*\*if needed
- Manage wedding day timeline to ensure on time per schedule provided.
- Manage vendors per your instructions
- Manage vendor set up \*if needed
- Assist in gathering family members during family photos for photographer.
- Distribute flowers (bouquets, boutonnieres, corsages, etc).
- Direct family and friends accordingly during photos pre and post ceremony, organized lists to be provided to planner prior to wedding day. \*\*if needed
- Assist with bride's wedding gown and help prep for her ceremony entry.
- Make sure both bride/groom parties are taken care of.
- Coordinate with entertainment to cue announcements and throughout the evening (special dances, cake cutting, bouquet toss, couple's exit etc.).
- Follow Up with Photographer to ensure final pictures with couple, family and friends have been taken.
- Follow Up with Videographer to ensure final videos have been taken.
- Coordinate with wedding party transportation and to assure car is ready with your things
- Assure gifts and personal items to be sent to wedding suite or bride will choose designated party to pick up items.
- Provide emergency Bridal Kit
- Provide a snack (fruit, waters and other goodies) for grooms room and bridal room.

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**Cancellation:**

If client cancels Event 2 months or more prior to Event date due to unforeseen circumstances and/or illness, Coordinator will refund 50% of payments made excluding non-refundable deposit.

**Reservation & Payment:**

A signed contract and deposit fee (included) is required to reserve your wedding date and time. The balance of the contract amount will be scheduled into payment plan up to 15 days prior to wedding date.

Upon receipt of deposit fee and signature of this agreement, the COORDINATOR will reserve the date. Deposit is NON-REFUNDABLE, payments can be taken via Zelle, cash app, Venmo or cashiers check made out to SE EVENT PLANNERS.

We look forward to hearing from you!