



## **Full Planning Services**

*For the couple that needs our full guidance and assistance. We guide you every step of the way from concept to execution; venue, décor, colors, vendor selections, etc*

- Initial consultation with the couple
- Unlimited phone and email availability
- At least three wedding planning meetings between couple and wedding planner
- Help preparing and understanding the wedding budget
- Preparation of a wedding schedule/timeline and checklists
- Assistance with site tours, selection and booking of wedding ceremony and reception venues (for our destination wedding clients we tour the venue and send you many pictures to get an idea of what it looks like)
- Assistance with site design (selecting a color scheme, theme and style of the wedding)
- Wedding etiquette advice
- Assistance with selection of wedding attire and accessories, accompaniment to fittings if desired
- Help with finding, negotiating, and booking suitable vendors. We will schedule appointments and accompany clients to up to three meetings per vendor category
- Coordination of vendors to ensure services/products for the wedding are provided in a timely manner
- Ongoing updates and consultation with the couple about vendors services/products
- Assistance with selection of wedding invitations, save-the-date cards, place cards, programs, etc.
- Wedding ceremony planning
- Final walk-through with client at selected sites in the month of the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with the couple
- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
- Final walk-through with client at selected sites

- This package also includes all items provided in Wedding Day Management Services (Day of Coordination)

**Pricing: from \$4500**

## **Partial Planning Services**

*For the couple that has some of their wedding planned, but need help with the final details and putting it all together.*

- Initial consultation with the couple
- Unlimited phone and email availability
- At least two wedding planning meetings between couple and wedding planner
- A couple timeline and checklist
- One visit to site of both wedding ceremony and reception to go over set-up
- Assistance with site design (selecting a color scheme, theme and style of the wedding)
- Wedding etiquette advice
- List of preferred vendors as needed for the couple to schedule appointments with.
- This package also includes all items provided in Wedding Day Management Services (Day of Coordination)

**Pricing: from \$3500**

# **Wedding Day Management Services (Day of Coordination)**

*For the couple that has planned it all and is ready to hand over the reins.*

## **I. Before the Wedding**

- Once you have all your vendors booked, we meet with you to go over all the details of your wedding.
- We gather all the vendors' information, contracts, etc.
- We put together a time line and share with you and all the vendors
- Tweaking of the time line
- Assistance with the floor plan of the reception
- Unlimited communication via phone and email.

## **II. Rehearsal**

- Meet couple and wedding party at ceremony location
- Coordinate all member of wedding party and line them up for entrance run through
- Go over where everyone is to stand
- Practice walk out at end of ceremony
- Go over final details for the day of the wedding

## **III. At brides "getting dressed" location:**

- Facilitate on-time arrival of hair and make-up stylists and instruct them as to where to set up hair dryers, brushes and any other equipment they have with them
- Coordinate hair and make-up schedule with bridal party and stylists and ensure that hair and make-up is completed in a timely fashion
- Coordinate any food deliveries and set up and clear all meals
- Make sure personal flowers i.e. bridal bouquet, bridesmaid's flowers and father of the bride's boutonniere arrive on time
- Blot personal flowers with paper towels and distribute to wedding party
- Make sure photographer arrives on time and has a "must shoot" list
- Gather bride, bridal party and immediate family for photos

- Ensure that transportation arrives on time and instruct wedding party as to when to depart for ceremony
- Assist bride with putting on her wedding gown
- Bridal emergency kit Includes such items as stain sticks, hairspray, safety pins, a sewing kit, scissors, Static Guard, deodorant, straws, Band-Aids, snacks, and many other things you may need on the wedding day
- Communicate with best man to make sure groom is getting dressed and on-time
- Make wedding party aware of any last minute details
- Communicate with transportation driver and maid-of-honor/best man while bridal party is on the way to the ceremony location

#### **IV. Ceremony**

- Ensure florist has delivered and set up all Ceremony floral arrangements
- Ensure that personal flowers i.e. Groom and Groomsmen Boutonnieres, Flower Girl bouquet and attendant corsages have arrived at Ceremony location
- Distribute all flowers to remaining bridal party and family members
- Set up programs and other Ceremony items i.e. guest book, unity candles, and send off items
- Ensure that Ceremony musicians have arrived and direct them as to where to set up
- Ensure that Ushers/Groomsmen arrive on time and are ready to escort guests
- Ensure designated attendants arrive on time and are ready to pass out programs and assist with the guest book
- Alert Ushers/Groomsmen as to when to begin escorting guests to their seats
- Coordinate with the Ceremony officiator to determine signals or cues that will begin the Ceremony
- Handle any emergencies that may arise
- Line up the bridal party for their entrances down the aisle
- Cue Ceremony musicians when bridal party is ready to begin processional
- Gather family and bridal party for photos after the Ceremony
- Transport items from the Ceremony location to the Reception venue and store any items not needed at the Reception

#### **V. Prior to Reception**

- Greet vendors and instruct them as to where to set up i.e. wedding band, florist, and caterer
- Arrange escort cards
- Make sure reception flowers/décor is set up according to flower order
- Meet with catering staff to confirm food timeline
- Set up guest book and pen, champagne flutes, cake cutting utensils
- Set up table numbers/names and menu cards
- Set up amenities baskets, hand towels, candles etc. in bathrooms

## **VI. Reception**

- Ensure proper flow of cocktail hour food
- Look over dining tables and make sure they are set up properly
- Along with catering staff, encourage guests to join couple for dinner at the end of cocktail hour
- Help guests locate their escort cards and dining tables
- Locate couple and instruct them to stay to the side of main dining room until they receive cue for their introduction and first dance
- Cue band when the majority of guests have found their tables and couple are ready to be introduced
- Cue band, photographer, and videographer when important events take place at reception i.e. first dance, cake cutting, toasts and parent dances
- Cue best man and father of the bride when they are about to be announced for toasts
- Alert catering staff to pour champagne just before the toasts
- Be aware of timing of catering service and make sure people are served promptly
- Distribute final payments/gratuities to vendors at the end of the evening (no negotiation in the terms of vendor contracts will be handled by Forever in Love at this time)
- Prevent & fix any problems that may arise during your event
- Remain easily accessible through the entire event in case there are any details you would like attended to
- Set up favor table towards the end of the evening
- Pack up gifts/cards, miscellaneous ceremony and reception items and have them ready to be taken to a family members car at the end of the night
- Coordinate reception departure transportation

**Pricing: from \$1200**

**Includes at least 2 coordinators on site the day of the wedding.**