



Priti Sweet & Sassy Complete Wedding Planning:

Planning your wedding is an overwhelming task that we can take over to make life less stressful, so you can focus on the million other things. We will provide overall management for your special occasion and most importantly, focus on YOU, so you can enjoy your big day!

We will:

- ~ Create a budget — work with you to create a budget and help adhere to it. We will provide average costs of various vendors and other items.
- ~ Construct an overall wedding timeline and to-do lists
- ~ Provide email updates throughout the planning process
- ~ Add creative ideas and provide suggestions to personalize your special day!
- ~ Assist with selecting a color scheme, theme, and style of the wedding and reception
- ~ Manage vendor payments and track future payments. Provide reminders of upcoming payments.
- ~ Secure the hotel room blocks for your family and guests.
- ~ Provide information to obtain a marriage license and other things that are necessary yet easily forgotten!
- ~ Available for any and all questions or concerns for your wedding day via email and phone

Vendor Management - We will identify all qualified vendors, negotiate contracts, and make sure all the details needed are specified in the contract. We will handle scheduling appointments and coordinating with vendors to ensure services/products are provided in a timely manner. An event manager will accompany you to vendor and venue meetings.

We will review all contracts before you sign them. We will act as a liaison between you and all your vendors throughout the complete planning process. You will also receive regular updates on your vendors' status.

Invitations Management - The first impression your guests will have for your event are through the invitations. We will help make that impression remarkable!

- ~ Facilitate in creating the save-the-date announcements
- ~ Assisting with the invitation design

Ceremony and Reception Detail Planning

- ~ Create wedding planning documentation & checklist
- ~ Create wedding and reception itinerary
- ~ Create a schedule to send to vendors to ensure everyone is aware of the schedule.
- ~ Create a "Wedding Day Activity" mailing for immediate families and bridal party with important times listed.
- ~ Develop family and friends' photo list for both the ceremony and reception.
- ~ Work with clients to develop a song list for all the special moments
- ~ Arrange and distribute venue floor plan for wedding, luncheon, cocktail hour, and reception
- ~ Attending and overseeing the Rehearsal

Complete Wedding Day Coordination -We will manage all the details of your special day! We will coordinate all tasks, maintain the timeline, supervise vendors, and resolve venue and vendor day-of issues. We will make sure that all the carefully planned details are seamlessly fulfilled so you, your family and guests can enjoy the day!

- ~ Instructing attendants about their duties.
- ~ Help develop processional for the ceremony and reception (and include phonetic list of names).
- ~ Distribute floral items (boutonnieres, bouquets, etc.).
- ~ Supervise all vendors' contractual obligations
- ~ Oversee table seating arrangements, menu cards, programs, and favors.
- ~ Oversee venue's set-up and food presentation.
- ~ Distribute final vendor payments and gratuities on the wedding day.
- ~ Provide personal attention for your needs of your wedding day.

Additional Services Available Complimentary with this Package:

- ~ Honeymoon planning
- ~ Realty services for your newlywed home
- ~ Mortgage financing for your new home (1 contact helping to plan your wedding, honeymoon, purchase and finance your new home).
- ~ Bring Emergency Wedding Kit to handle any last minute needs or emergencies.
- ~ Provide etiquette and timeline consultation
- ~ Create an inventory list for the bride to bring the day of the wedding (if applicable)
- ~ Hand off personal belongings to assigned individual
- ~ Act as a friend and confidant for any questions about your wedding day
- ~ Unlimited phone & email communication to address your questions and concerns

Priti Sweet & Simple Month of Coordination:

We will manage all the details of your special day! We will coordinate all tasks starting 3 months prior to the wedding, maintain the timeline, supervise vendors, and resolve venue and vendor issues. We will make sure that all the carefully planned details are seamlessly fulfilled so you, your family, and guests can enjoy the day!

- ~ Create wedding documentation (pre-wedding).
- ~ Create wedding and reception itinerary.
- ~ Arrange venue floor plan for wedding, luncheon, cocktail hour, and reception.
- ~ Create a schedule to send to vendors to ensure everyone is aware of the schedule.
- ~ Create a "Wedding Day Activity" mailing for immediate families and bridal party with important times listed.
- ~ Attend final décor meeting.
- ~ Facilitate final venue walkthrough.
- ~ Arrange venue floor plan for ceremony, cocktail hour, and reception.
- ~ Review Banquet Event Order (BEO) from venues
- ~ Confirm details (loading, start & end times etc) with all vendors.
- ~ Instructing attendants about their duties.
- ~ Work with clients to develop a song list for all the special moments
- ~ Develop family and friends' photo list for both the ceremony and reception.
- ~ Assist processional for the ceremony and reception (and include phonetic list of names).
- ~ Distribute floral items (boutonnieres, bouquets, etc.).
- ~ Supervise all vendors' contractual obligations
- ~ Oversee table seating arrangements, menu cards, programs, and favors.
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Priti Sweet & Simply Partial Services:

- ~ Includes the Priti Sweet & Simple Month of Coordination

- ~ Begin 4-6 months in advance
- ~ Budget management
- ~ Assist with finalizing remaining vendors and wedding details

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