



VIRTUOUS ENDEAVORS WEDDINGS & EVENTS LLC



Planning. Coordination. Design.

Wedding Planning Guide

Congratulations!

We're so excited you're here



If you are dreaming of planning a personalized wedding inspired by YOUR style and love story, you're in the right place. We are passionate about building relationships with our couples and helping them craft a beautiful, custom wedding. Our goal is for your wedding planning process to be full of joy! In this wedding planning guide you'll find information on what we offer as well as information on the investment. If you have questions, please don't hesitate to let us know.

We can't wait to meet you!

Meet Our Team



Jessica Holmes
CEO & OWNER



India Fordham
LEAD PLANNER



Alexandria Hill
LEAD PLANNER

Wedding Day Management



Wedding Day Management is also often referred to as "Day Of" Wedding Coordination, but includes so much more. Our clients have the freedom to plan their own wedding and the coordinator will then step in towards the end of the process to ensure everything comes together successfully and beautifully. This package includes:

- Recommended Vendor List
- Wedding Planning Checklist
- Two pre-wedding consultations (in person or video chat)
- Coordination begins 2 months out from wedding date
- Review of vendor contracts
- Constructing a detailed wedding day timeline and floor plan
- Follow up to all contracted vendors
- Facilitate ceremony rehearsal (2 hours maximum)
- Venue walk-through to go over details and logistics of the wedding day
- Identify any missing pieces to the wedding day that may have been missed
- Unlimited contact via email from time of contract
- Up to 10 hours on-site
- Coordinating and assisting with set-up of ceremony, reception and wedding accessories
- Directing ceremony processional
- Vendor management day of wedding
- Assisting guests, family and wedding party as needed
- Distributing final payment and gratuity to vendors
- Access to the Wedding Day "Emergency Kit"
- Dealing with unforeseen hiccups
- Arrange for all personal items to be packed and given to designated persons and locations

Starting at \$1100



Partial Planning



Partial Wedding Planning includes everything in our Wedding Day Management Service plus 20 hours of professional planning assistance with your lead planner during the planning process.

Partial Wedding Planning allows you to be in charge of the planning process while also having the ability to bring on expert guidance to help with certain tasks and details.

Your 20 planning hours can be used for tasks related to planning your wedding such as:

- Attendance at vendor meetings
- Check-in meetings or phone calls with your planner
- Budget projection and management
- Assistance and management of rental orders
- Checking vendor availability
- Gathering event vendor quotes
- Scheduling vendor consultations for you
- Assembly of invitations, guest favors or welcome bags
- RSVP Management
- Website Creation and Management
- Floral/table decor consultation
- Bride, groom & bridal party wardrobe consultation
- Hotel arrangements for out of town guests
- Custom crafting services
- Development of bridal party checklist
- Assistance with determining color scheme, theme and style of wedding
- Assistance with concept of design of floral, linen and other decor
- Pre-event site visits
- Seating chart layouts
- Rehearsal dinner planning
- Custom wedding weekend itinerary
- Menu development and advice
- Assistance with wedding gift registry
- Arranging fittings and alterations
- Honeymoon planning and arrangements



Starting at \$1975

Full Service Planning



Your professional planner will be your go-to person for everything wedding- related. Saving your sanity during the planning process, your Full Service package includes everything in the Wedding Day Management and so much more. We provide you with all of the help and support you may need planning your special day.

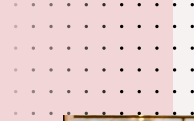
Full Service package includes (but is not limited to) assistance with:

- Venue scouting/recommendations
- Vendor recommendations, negotiations and bookings
- Creation & execution of style and design
- Budget Management
- Contract Review
- Vendor Management
- Tracking of guest RSVP's
- Stationary Assistance
- Detailed Schedules
- Personalized Planning Timeline and Wedding Checklist
- Rehearsal facilitation/coordination
- General consultation & advice
- Attendance at vendor meetings
- Wedding favors & accessories
- Unlimited meetings and coordination time
- **SO MUCH MORE!**



Starting at \$3200

Frequently Asked Questions



Do you travel? Yes! We travel wherever our couples take us. Because of the additional amount of time involved in events with travel involved, we do take a limited amount of destination events each year.

Do you plan events other than weddings? Absolutely! We love planning experiences for our clients such as rehearsal dinners, welcome parties, engagement parties, baby showers etc.

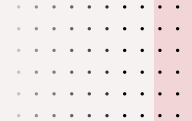
Can I book wedding planning without a date? Yes! Many of our clients book our services without a date because they want to be flexible with venue availability.



How do I book? After we chat and make sure we are a good fit, we will send over a contract and invoice for a retainer. Once we receive your signed contract and paid retainer you will officially be a part of the Virtuous Endeavors Family!



Let's Plan Your Wedding Together!



Contact Us



info@VirtuousEndeavors.com



www.VirtuousEndeavors.com



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