



EVENTS BY  
*Vaishali*

ARTFULLY PLANNED | MASTERFULLY EXECUTED

# WEDDING PLANNING SERVICES 2020–2021

## FULL PLANNING

### PHASE 1: CONTRACTS

- E-mail and phone support for the entire duration of your wedding
- Budget development and management
- Provide a list of qualified vendor referrals to meet your style, personality and budget
- Setting appointments and meeting with vendors for your wedding
- Contract negotiation with vendors to help you save money
- Customize a “to do” list to keep track of wedding responsibilities

### PHASE 2: EVENT DETAILING

- ❖ Etiquette advice and pre-printing review of any printed materials including invitations, ceremony programs, menu cards, place cards, etc.
- ❖ Review with priest to discuss length of ceremony, steps involved and religious items required
- ❖ Complete and comprehensive event design including color scheme and theme selection
- ❖ Creative idea generation for invitations, mandap, florals, favors, linens and customized personal affects
- ❖ Accommodation arrangements for out of town guests
- ❖ Assistance in selection of food items for all events in Caterer meetings and tastings
- ❖ Support in song selection and event order of itinerary for DJ / Band
- ❖ Photo list creation for important family, friends and details to help Photographer & Videographer
- ❖ Guest list and RSVP maintenance including follow up for guests who have not responded (if rsvp's are mailed to our office)
- ❖ Site visit and creation of layouts for all events
- ❖ Putting together comprehensive and detailed itinerary
- ❖ Providing customized itineraries for bride and groom, their families and bridal party

### **PHASE 3: ONSITE MANAGEMENT**

- ❖ Confirmation the week(s) before your wedding for vendors with custom schedules, layouts, final counts and payment information
- ❖ Extensive hours of coverage on your Wedding Day (and prefunctions)
- ❖ Assist bride, groom and bridal party during pre-ceremony functions
- ❖ Use of our Bridal Emergency Kit on the day of the events
- ❖ Monitor all Vendor arrival times and set up
- ❖ Assist with guest and family arrival and departure
- ❖ Directing the ceremony & reception
- ❖ Place finishing touches on your reception and verify facility setup
- ❖ Distributing your bouquets, corsages & boutonnieres for bridal party & family
- ❖ Making sure your favors, programs, menus & place cards are properly placed
- ❖ Organizing personal items and making they are taken with you or your family
- ❖ Give payments and tips to your vendors
- ❖ Stay throughout the function to make sure everything runs smoothly
- ❖ Personal care of bride and groom and making sure they eat!
- ❖ Handle guest and vendor relations before, during and after events
- ❖ Onsite event managers to execute all planned details beginning when bride starts getting ready and departing after all guests have left

### **PARTIAL PLANNING**

- ❖ Includes all the benefits of full planning, but for about 1/2 remaining vendors and continuing on with event detailing and onsite management
- ❖ Includes all benefits of Onsite Management

### **VENDOR REFERRAL PROGRAM** (in addition to Onsite Management Package only)

- ❖ Provide a list of qualified vendor referrals to meet your style, personality and budget

### **ADDITIONAL ADD ONS TO ALL PACKAGES**

- ❖ Favor assembly
- ❖ Invitation assembly
- ❖ Shopping Trip to India (only available from December through March)
- ❖ Assembly and delivery of welcome bags

# MICRO WEDDINGS DURING COVID 19

- ❖ Same service packages offered for new style of small gathering weddings (government restrictions)
- ❖ Live Zoom broadcast so guests can join virtually
- ❖ Custom playlist from one of our preferred DJs (if no DJ is hired)
- ❖ Digital wedding invitations
- ❖ Custom face coverings for guests branded to your wedding
- ❖ Hand sanitizers custom branded to your wedding