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## PLANNING PACKAGES

### DAY OF COORDINATION Package

The Day of coordination package is design for couples who have a vision in stone, and have the time, patience, and desire to do most of the work themselves!

Services Include:

#### **6 Weeks before the wedding**

- Email client a wedding questionnaire
- Create the first draft of the detailed wedding day timeline
- All vendors listed on the contract will be contacted to verify details of their services
- Review and help with rental orders (Delivery/Pick up Info)

#### **2 weeks Before the Wedding**

- Attend Final Venue Walk-through.
- Email final wedding timeline to key vendors and client

#### **Day before the Wedding**

- Organize and lead Ceremony rehearsal

#### **Wedding Day**

- Up to 8 hours of service on your wedding day
- Manage wedding vendors per your instructions – available in person and by telephone during the entire wedding day to assist vendors with any problems or questions
- Manage wedding party
- Manage vendor & décor setup at ceremony & reception sites
- Organize & distribute all personal flowers to wedding party, family members & special guests
- Facilitate the wedding ceremony
- Check for any items necessary to properly conduct the ceremony
- Properly line up processional & cue musicians
- Set up and break down table numbers/names, place cards, favors, toasting glass & serving set per your instructions
- Coordinate entertainment and all announcements/events during reception
- Distribute any payments to vendors if needed

### PARTIAL PLANNING Package

The partial planning package is designed for those couples that would like to be more hands on with the wedding planning process and experience but need just that hint of guidance and experience. This package includes everything that falls under the “day of coordination” package as well as the following additions:

- Vendor referrals
- Site recommendations for both rehearsal and wedding sites
- Unlimited phone and email correspondence
- Up to four (4) face-face meetings
- Attendance to design meetings
- Assistance with transportation booking and scheduling
- Hotel recommendations
- Creation of detailed site diagram and layouts

### FULL PLANNING Package

The full planning package is designed for the couple who have an idea of what they want and like but lack the time and necessary information to fully execute and plan the wedding themselves. The full planning package is inclusive of the above two packages as well as the following:

- All necessary face-to-face meetings including overall wedding design and vision
- Unlimited Vendor referrals
- Recommendation for invitations, escort cards, and menus
- Review and evaluation of all vendor contracts
- Guidance on wedding etiquette
- Shipment delivery and storage of packages up to 2 months to wedding date
- Securing vendor and site location for rehearsal dinner
- On site coordination for rehearsal dinner (Up to 4 Hours)
- Decor conceptualization and coordinate overall event vision and design
- Act as the liaison between client and vendors for all logistical needs
- Lead all-vendor walk-through
- Assist with hotel blocks if needed
- Schedule transportation if needed
- Advise on menu planning and attend tasting with caterer
- Up to 10 hours of service the day of the wedding

## CORPORATE EVENTS

Amoureux Events also offers full destination and local management planning for all of your corporate needs.

Services include:

- Meeting locations
- Hotel services
- Transportation
- Concept and Design
- Site inspections
- On site management

## ALL OTHER SOCIAL EVENTS

Amoureux Events also offers custom packages for all other social events such as Birthdays, Gender Reveals, Baby Showers and more , Contact us for more information.

## EVENT DESIGN & DECOR

Our design and décor services will be the key in setting your event apart from the rest. The design process begins with a complimentary consultation, where we will discuss your ideas, style, theme, and color pallet.

## MARRIAGE PROPOSALS

We're here to not only create an unforgettable Marriage Proposal tailored to your love story, but to make the process stress-free for you.

## ENGAGEMENTS

Amoureux Events will help you plan the perfect engagement party to share the exciting news and get family and friends together to celebrate the forthcoming union.

## BRIDAL SHOWERS

Whether it is going to be a small get-together with your girlfriends or a large event with your family and friends, Amoureux Events will plan and coordinate all of the details for your bridal shower.