

All-Inclusive Wedding Planning Package

The All-Inclusive Wedding Planning Package is designed for the couple with hectic schedules who are in need of expert guidance to plan their big day. Our goal is to relieve you of the stress of wedding planning and offer exceptional execution of each detail along the way. We will handle all facets of your wedding, supporting you through the specifics. In addition, we will be on-site to manage your rehearsal, ceremony and reception to ensure they go as planned. This package is also perfect for the out-of-state bride and groom planning their wedding in the DC Metro area needing someone remote to handle the details. Remember, this is your day. It is our goal to give you the best experience possible and create a wedding that is a true reflection of both your personalities.

Wedding Planning and Management

- We offer a complimentary consultation to review ideas and determine if our planning style suits your needs
- Research vendors and make recommendations based on your preferences and budget
- Provide a monthly task sheet of things you can work on to help you stay on track
- Create a binder for you to keep planning details and resources organized in
- Unlimited correspondence once a signed contract is in place
- Offer advice and ask detailed questions for vendor meetings and help negotiate contracts and manage vendor arrangements

Details

- Work with you to generate and manage a budget
- Support you in creating a vision and develop a theme
- Help you select a venue based on wedding theme and time of year
- Offer ideas in creating a seating chart and floor plan for ceremony and reception
- Assist you with wedding menu and cake design, floral bouquets and arrangements, and other wedding décor based on your style preferences and budget
- Provide list of moments to be captured by the photographer
- Research stationary options based on your theme and budget, and provide etiquette advice for proper wording
- List important details to include in a wedding website
- Submit engagement and marriage photo and announcement to the print media of your choice (cost of announcement(s) not included)
- Offer ideas in selecting and creating wedding favors
- Help select hotels for guests to consider and block hotel rooms
- Coordinate accommodations for the newlyweds



Wedding Gown and Apparel Coordination

- Recommend bridal salons for bride and bridal party based on your budget, color and other preferences
- Schedule and accompany you to appointments
- Ensure measurements and orders are confirmed
- Confirmation of delivery date(s)
- Recommend accessories based on your gown style, including veil, shoes, jewelry, hair accessories and bag (if applicable)

Weekend of Wedding Details

- Coordinate the wedding rehearsal and rehearsal dinner
- Make sure wedding parties are aware of their roles and responsibilities (when, where, what, how)
- Finalize seating chart and floor plan (may also be completed during vendor meetings in final weeks leading up to wedding)
- Prepare detailed timeline and distribute to those involved (including names and phone numbers of vendors and attendants and their arrival times)
- Provide list of activities in area for wedding guests to consider during free time

Wedding Day Amenities

- Receive vendor deliveries and take care of final payments (if applicable)
- Check in with vendors and ensure on-time arrival
- Oversee the set up of the ceremony and reception sites and confirm that they are setting up according to your specifications
- Have an emergency kit on hand in case of small issues and mishaps
- Review name pronunciations with the MC

Ceremony Coordination

- Make sure bridal party has bouquets and boutonnieres
- Distribute ring pillow and flower basket
- Greet guests and direct them to ceremony location
- Inform guests of any pre-ceremony amenities
- Notify guests of seating arrangements
- Hand out programs
- Hand out/arrange ceremonial items
- Inform guests of guest book/gift table location
- Ensure that ushers seat guests according to your guidelines
- Line up the wedding processional and cue bridal party with music
- Direct guests to the cocktail area after the ceremony
- Transport items from the ceremony to the reception location



Reception Coordination

- Direct guests to restrooms and their seats
- Ensure MC starts music as soon as bride and groom leave ceremony location
- Cue the entry of the bridal party
- Ensure that the timing of toasts, dinner, dances, cake cutting and tosses stay on schedule with vendors or make any necessary changes to ensure schedule runs smoothly
- Make sure transportation vendors are running on schedule and know their meeting place and destinations
- Allocate tip envelopes to vendors
- Assist with tear down of the reception site
- Make sure items borrowed from reception site are returned/stored for later return
- Organize and pack all gifts and personals as requested and turn over to designated person(s)

Post Nuptial Services

- Arrange the return of rental tuxes
- Arrange for wedding gown cleaning and preservation
- Arrange for bridal bouquet preservation

