

6-Weeks Out Wedding Planning Package

Not everyone needs a full service wedding planner. This package was created for the couple that knows what they want, but needs some guidance from a professional. Our goal is to relieve you of the stress of wedding planning and offer exceptional execution of each detail along the way.

Wedding Planning and Management

- Complimentary consultation to review ideas and determine if our planning style suits your needs
- Unlimited correspondence (email, text, phone) once a signed contract is in place
- Offer wedding vendor recommendations from our list of preferred vendors
- Review your vendor contracts with you to ensure all aspects of vendor responsibilities are covered and documented in the contracts
- Become the main contact for all vendors and make sure they all are on the same page (with each other and updated with any new decisions you make/ new information you provide)
- Offer ideas in creating a seating chart
- Create a floor plan for you and your vendors
- Support you in creating a vision and develop a theme
- 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
- Offer ideas in selecting and creating wedding favors
- Help select hotels for guests to consider and block hotel rooms
- Coordinate hotel accommodations for the newlyweds on their wedding night
- Meet with you and vendors at your ceremony and reception locations to review floor plan /set up
- Coordinate wedding rehearsal and make sure parties are aware of their responsibilities - ensure all details are reviewed and planned
- Meeting (phone or in person) to review details and to create itinerary for rehearsal and day-of
- Contact your ceremony and reception venues and gather policy details regarding wedding vendors and provide necessary information to your vendors
- Help you to stay on top/on time of any outstanding wedding tasks / payments
- Share itinerary with your wedding party and vendors

Day-Of Wedding Services

- Accept any deliveries
- Make sure wedding officiant has completed necessary steps on marriage license and offer to distribute to designated party / mail to your county courthouse (if legal in your state)
- Touch base with all vendors and be accessible as their main contact – make sure they are all on schedule and setting up as contracted
- Assist with any ceremony and/or reception set-up needs
- Ensure bridal party has flowers and rings, ushers are seating guests, distribute ceremony programs
- Greet wedding guests – direct and answer any questions
- Transport any ceremony items to reception location
- Work with MC/entertainment to ensure things are running on schedule
- Offer my expertise in problem solving (should any issues arise)
- Distribute last payment/tip envelopes
- Direct /assist with tear down of reception and making sure vendors are out by contracted time
- Organize /pack all personal items and make sure they are handed over to the designated party

"Yvonne was the day-of coordinator for our wedding in Loudoun County. Although only hired to work the day of, she encouraged us to contact her for the 3-4 months leading up to our wedding and was available by email, text, and phone. After weeks of sending many texts and emails, Yvonne was able to piece together all of the details and created a timeline for our wedding day. She also attended our rehearsal to make sure everything was set to go just as we wanted. She was very personable and trusting and helped us so that we could actually enjoy our wedding day without worrying about what time it was or where the vendors were. We are so thankful for all of her time and effort in making our wedding day a memorable and perfect day for us. We would highly recommend her!" -Kim and Brent

"5.0/5.0 does no justice for the wonderful service we received. Yvonne was very responsive, easy to get a hold of, very easy to work with, flexible, respectable and eager to make sure she does a great job. We would recommend her services in a heartbeat – she is such a lovely person!!!! Thanks again!" -Rebecca and Moeketsi



Owner: Yvonne Tanner
Cell: (724) 494-0960

Email: events@somethingblueforyou.com
Web: www.somethingblueforyou.com