



Complete Production Package

- Meet with you for a few hours to discuss your needs for your wedding day.
- Help you determine the style of your wedding (guest count, degree of formality, time of day, colors, etc.).
- Discuss and develop a budget.
- Ensure all vendor selections are noted on your budget, track deposits and payments, and keep you informed as to payment due dates.
- Develop and manage a wedding planning timeline, reminding you of all appointments and matters needing your attention.
- Provide an assistant for up to three hours on your wedding day.
- Develop facility diagrams and floor plans for your reception site.
- Locate, verify availability, and accompany you on appointments for ceremony and reception sites.
- Locate, verify availability, and set appointments for you to meet with:
 - Caterers
 - Florist
 - Photographers
 - Videographers
 - Bakers
 - Equipment and linen rental companies
 - Officiants
 - Musicians and DJs
 - Calligrapher or Stationer(At your request, accompany you to these vendor appointments.)
- Advise and assist you in choosing wedding favors.
- Contract with limousine/transportation vendors and valet services, if needed.
- Refer you to resources for groom and attendant's attire.
- Proof the wording of your invitations and programs.
- Advise and assist you with the wording, design, and purchase of your ceremony programs.
- Put together all the logistics of your wedding from start to finish.
- Develop a detailed, wedding day itinerary to assure your wedding day runs smoothly.
- Obtain vendor contracts from you to ensure all items and services are provided the "Day of."
- Attend the wedding rehearsal to ensure all participants understand their responsibilities and are aware of the flow of the ceremony.
- Coordinate and supervise all vendor set-up at the ceremony and reception site.
- Ensure wedding rings and marriage license are on hand.
- Oversee all details:
 - Placement of guest book and programs
 - Ensuring all bouquets and boutonnieres are distributed
 - Line-up of the wedding party
 - Cueing the musicians
 - Distribute final payments and/or gratuities to all vendors.

- Develop a vendor set-up schedule as part of the wedding day itinerary and distribute to all vendors.
- Supervise all vendor set-up, ensure tables are set up according to your floor plan.
- Ensure the gifts, place cards, and cake tables are placed in their appropriate locations.
- Place favors, table numbers, and any other misc. on guest tables.
- Coordinate with all vendors to ensure your reception flows smoothly from start to finish.
- Assist you and your family with any concerns or questions.
- The week before your wedding, I contact all of your vendors to confirm delivery dates, times, and locations.
- Orchestrate your wedding to run smoothly and be everything you envisioned.

I will also remind you to:

- Purchase your wedding rings
- Compile guest list and addresses
- Consider the type of ceremony you would like, including special readings or songs you would like to have played
- Schedule your appointments for your wedding dress and bridesmaid dresses
- Plan your seating arrangements for the reception
- Make a list of photographs you would like the photographer to take
- Shop for your wedding attire accessories (lingerie, headpiece, shoes, etc.)
- Obtain your marriage license
- Register for gifts
- Schedule a bridesmaid luncheon or shower
- Set your appointments for hair styling, make-up, manicures, pedicures, massage, etc.
- Arrange for hotel accommodations for out-of-town guests
- Arrange accommodations for your wedding night
- Book honeymoon travel arrangements
- Obtain a passport if traveling internationally
- Make arrangements for a rehearsal dinner
- Send Save-the-Date cards

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