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All of Time and Space

Full Service – Starting at $5000

This package is for the couple who is busy with work and life or is out of state.

~ Use of collaborative software, so everyone involved is on the same page

~ Recommending ceremony and reception sites        
~ Establishing budget and management.

~ Recommending quality vendors     
~ Scheduling and Attending vendor meetings

~ Contract review

~ Providing wedding checklist           
~ Progress meetings as needed

~ Tracking R.S.V.P’s

~ Assisting with floor plans

~ Confirming details with vendors (email and phone)

~ Ongoing access through out planning                            
~ Design and develop wedding and theme  
~ Meeting 10 days before to confirm all details and to collect personal item

~ Attendance at final meeting with caterer, ceremony, and reception sites to ensure all details

are correct  
~ Pre-wedding ceremony and reception site walk through         
~ 1 coordinator and minimum of 1 assistant for wedding day**\*\*\***  
~ Directing ceremony and reception    
~ Directing Rehearsal (1.5 hours)  
~ Providing guidance and advice              
~ Detailed schedule for everyone  (wedding party and vendors)     
~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)  
~ Acting as Master of Ceremonies (if needed)  
~ Making sure gift and personal items are taken by person of your choosing

~ Distributing final payment envelopes to vendors  
~ Use of Wedding Day Emergency kit

~ Making hotel accommodations for out-of-town guests

~ Assisting with Design, Implementation and Delivery of all Guest Welcome  
~ Arranging for child-friendly activities at the reception

**\*\*\*Additional assistants required for weddings over 150 guests. An additional charge of $250 per assistant added to package price.**

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The Game is On

Partial Planning - Starting at $2950

This package is for the couple who have some of the big things taken care of but still need help with the rest:

~ Use of collaborative software, so everyone involved is on the same page

~ Ongoing access through out planning                            
~ Design and develop wedding and theme  
~ Meeting 10 days before to confirm all details  
~ Establishing budget and management      
~ Pre-wedding ceremony and reception site walk through         
~ Providing wedding checklist  
~ Recommending quality vendors  
~ 1 coordinator and minimum of 1 assistant for wedding day**\*\*\***  
~ Confirming details with vendors (email and phone)  
~ Directing ceremony and reception    
~ Directing Rehearsal (1.5 hour)  
~ Providing guidance and advice                
~ Detailed schedule for everyone  (wedding party and vendors)     
~ Finalizing Ceremony/Reception set up (favors, place cards, etc.)  
~ Making sure gift and personal items are taken by person of your choosing

~ Distributing final payment envelopes to vendors  
~ Use of Wedding Day Emergency kit

**\*\*\*Additional assistants required for weddings over 150 guests. An additional charge of $250 per assistant added to package price.**

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Make It So

Wedding Management – Starting at $1950

This package is for the couple who has planned everything but wants a professional to handle all the last-minute details and help reduce stress on the big day.  (Please note: This is not a planning/vendor recommendation service.)

~ Use of collaborative software, so everyone involved is on the same page

~ 2 planning meetings with couple (4-6 weeks and 10 days before)

~ 1 coordinator and minimum of 1 assistant for wedding day**\*\*\***  
~ Ongoing access through out planning     
~ Providing wedding checklist  
~ Pre-wedding and reception site visit  
~ Detailed schedule for everyone (wedding party and vendors)  
~ Confirming details with vendors  
~ Etiquette Advice  
~ Directing rehearsal (1.5 hours)  
~ Use of consultant’s emergency kit  
~ Making sure gift and personal items are taken by person of your choosing

**\*\*\*Additional assistants required for weddings over 150 guests. An additional charge of $250 per assistant added to package price.**

Add Ons

Additional Services - $80/hour

These are additional services that can be added to any of the packages:  
  
~ Assembling Invitations  
~ Making Gift bags for out-of-town guests  
~ Vendor recommendations  
~ Personalized Website  
~ Mailing announcements and/or invitations  
~ Planning and organizing wedding related parties