



*TO HONOR YOU...*

*Weddings and Special Events*

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## WEDDING PACKAGES



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## **PARTIAL WEDDING PLANNING PACKAGE**

### **Pre-Wedding Day**

- **Up to 4 client/Planner meetings**
- **Information on Venues and Vendors; and assistance in choosing your wedding professionals from our Preferred Vendor List**
- **Up to Five Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.**
- Unlimited contact via email
- Monthly e-mail “check-ins” to ensure the planning is running smoothly and on track
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contact vendors for introductions
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as requested
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions if requested
- **Event design, theme and decor assistance**
- **Food and Beverage assistance**
- **Assistance with wording of all stationary if requested**

### **Wedding Rehearsal**

- Coordinate ceremony rehearsal
- Distribute detailed wedding day itinerary to wedding party, family and attendants
- Collect wedding day items such as guest signing item, cake knife, cake topper toasting flutes, favors, candles, programs place cards, etc. (prior to wedding or day of rehearsal)
- **Collect/Coordinate final payments for specific vendors**

### **Wedding Day**

- One assistant coordinator (depending on size and needs of the wedding)
- Manage the flow and timing of the ceremony and reception
- Act as liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve most unexpected situations that may arise

## **Ceremony**

- Distribute bouquets and pin flowers on attendants & family members (if desired)
- Direct photographer, videographer, musicians, rentals, florist, etc. to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all ceremony decor not handled by a specific vendor (i.e. guest signing item, unity candles or sand, programs, pictures, etc.)
- Direct ushers with programs and seating distribution
- Line up and cue wedding party participants
- Collect all personal items and gifts and deliver to reception site or designated person

## **Cocktail Hour & Reception**

- Set up all reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table designs etc.)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed (recommend having someone do this who was at the dress shop to learn correct procedure with dress)
- Line Up and cue Bride, Groom and wedding party (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.)
- Cue Bride and Groom for all important events
- Maintain & coordinate timeline for all events during reception
- Stay in communication with banquet staff to ensure things are going smoothly
- (Planner's responsibilities conclude after cake cutting)

**Package Price starts at \$1800.00**

(Bolded services are additional items from our previous package)

To Honor You... is happy to customize packages when needed if you may like to add or delete one or two services in order to allow you to create  
“*Your Perfect Wedding Planning Package*”

Set Up and Take Down Services may also be available  
(fees apply for added services)

To Honor You.. is also pleased to offer **Destination Wedding Packages** in the Caribbean or Mexico at certain resorts available through our in house travel agency,  
[Northland Travel](#),  
please inquire with us for further details!

Thank you so much for considering our company for your planning needs ~

*We are a fully licensed and insured company!*