



TO HONOR YOU...

Weddings and Special Events

WEDDING PACKAGES



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WEDDING DAY COORDINATION & MANAGEMENT PACKAGE

Also known as "Day or Month Of" Coordination

(For the couple who wants full responsibility of planning, but could still use a helping hand with the final stages of planning and on the wedding day to ensure that their vision becomes a reality. Must be booked in advance of the wedding)

Pre-Wedding Day

- Unlimited contact via e-mail
- Up to 3 Client/Planner meetings
- Monthly e-mail "check ins" to ensure the planning is running smoothly and on track and running smoothly
- Receive a general planning checklist
- Production of a detailed Wedding Day Itinerary
- Contacting Vendors for introductions
- Review Vendor Contract if desired
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement as 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, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)

Wedding Day

- Manage the flow and timing of the ceremony and reception
- Act as a 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. of where to set up
- Oversee set-up of the ceremony 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
- Make sure all personal items and gifts are collected and delivered to reception site or designated person

Cocktail Hour & Reception

- Set Up reception decor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, 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 for Grand Entrance
- Assist band or DJ in cueing important events (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 \$1095.00

(Ceremony Only Coordination Package is also available for those couples who are not planning a reception following their ceremony or who may be having an intimate private dinner and do not require the planner's attendance or assistance.

Please call for pricing on this package if you need ONLY ceremony assistance.)

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)

FULL WEDDING PLANNING PACKAGE:

Ideal package for the couple with a busy schedule who would like assistance with all details of the Wedding Day, ensuring that their style and vision become a reality from start to finish.

Pre-Wedding Day

- **UNLIMITED Client/Planner contact (within planner's available hours)**
- **UNLIMITED Vendor Meetings (within planner's available hours)**
- Information on Venues and Vendors; and assistance in choosing your wedding professionals from our Preferred Vendor List
- Unlimited 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
- Review vendor contracts
- Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors
- Confirmation of all wedding vendors
- Etiquette advisement, as requested
- Assistance with wording of all stationary if needed
- Review current budget, and help make any necessary changes, adjustments, or cost cutting suggestions if desired
- Event design, theme and decor assistance
- Food and Beverage assistance
- **Budget Management (tracking of all payments and due dates) if desired**
- **Invitations assembly and mailing (postage not included) if desired**
- **Venue research and selection after understanding your vision, style, and budget**
- **Will assist with securing and finalizing the details once you've chosen your perfect wedding location**
- **Full event design, theme, and concept development - We will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, favors, table design, linens, specialty rentals, save the dates, etc.**
- **Assistance in arranging all transportation needs (including accommodations and honeymoon arrangements with our in-house travel agency, NORTHLAND TRAVEL. Travel booking fees will apply.**
- **Negotiate special hotel rates and room blocks for out of town guests**
- **Favor assembly (not including cost of supplies)**
- **Assemble & deliver welcome baskets/gift bags (not including cost of supplies)**
- **Research activities and special events for out of town guests**
- **Rehearsal dinner location research, selection, and coordination**

Wedding Rehearsal

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

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 a liaison between wedding party, family members, and vendors
- Use of Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations that may arise

Ceremony

- Distribute bouquets and pin flowers on attendants & family members (if desired)
- Direct photographer, videographer, musicians, rentals, florist, etc of where to set up
- Oversee set-up of the ceremony to make sure all commitments are fulfilled
- Distribute final payments and gratuities as needed
- Set up all of the 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 wedding 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 design, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Help Bustle wedding gown if needed
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (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 \$3200.00

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!