

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)**
- 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 (1 hour)
- 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 of 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 card, 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

Package Price starts at \$1500.00

All Packages are customized as you are able to combine or delete certain services in each package in order to allow you to create
"Your Perfect Wedding Planning Package"

Price is dependent on services desired and size and location of event

Please ask about our discounted packages that include **DJ STEVE** for all your DJ and Lighting Needs

To Honor You.. is also pleased to offer **Destination Wedding Packages**, including Private Beach Weddings, Please contact us for further information on a Beach Wedding as they are a bit different from our standard packages!

Thank you...