



## SERVICES & PACKAGE INFORMATION

We offer our clients a variety of services and can customize a package based on the specific set of services required for any event. Below you will find brief descriptions of some of the more popular services we offer. Many of these services are standard in the **Wedding Planning Packages** we offer.

**Vendor Referral & Selection:** We will recommend the best vendors suited to your event and budget. We attend meetings with vendors and help you organize and process the information provided during the decision making process.

**Wedding/Event Design:** We can help you come up with a “look” for your special event using research found in books and magazines that can help your vendors understand what you’re looking for. We help you see your ideas through to the smallest detail, making sure nothing gets overlooked.

**Budgeting Assistance:** We have created budget estimator spreadsheets and vendor payment tracking sheets that can help our clients manage their budget. We offer assistance in keeping track of money spent and can make money-saving suggestions at any point during the planning process.

**Rehearsal Assistance:** We will attend and direct the wedding rehearsal according to the ceremony outline you create. This gives us the opportunity to meet your bridal party and family prior to the wedding, making sure everyone is comfortable with how things will happen.

**Wedding/Event Timeline:** We will create an event information packet specifically for your event. It will include the timeline for the day of your event, a ceremony outline, event specific checklist, room layout drawings, seating chart information & guest list, maps and directions for vendors, and a vendor contact information sheet. This service is included in every package we offer.

**Planning Binder:** We have created a binder containing valuable planning information. It includes checklists, guest list tracking spreadsheets, a personalized budget tracking sheet, vendor payment tracking spreadsheet, etiquette advice on a variety of subjects, popular music selections, vendor recommendations and lists of questions to ask vendors at meetings. This binder is not included in our Day-of Direction package.

**Paper Product Design:** We work with you to design and create paper items that help reflect your event’s unique style. We offer designs for anything you might need; invitations, save the dates, programs, menus, place cards, seating charts, gift bags and favors.

**Rehearsal Dinner & Party Planning:** We will help you find a location and organize the party’s festivities. We can attend the event to ensure that things run smoothly. Transportation for guests from the rehearsal or area hotels can also be arranged if necessary.

**Room Block Management:** We will help you determine which hotels are most convenient to your event location. We will arrange for group discounts and manage your room blocks to ensure all of your guests are accommodated. We will arrange for gift bag delivery at the various hotels if needed.