

# FULL SERVICE WEDDING PLANNING

*Lace & Brass Events*

## FULL SERVICE WEDDING PLANNING \$4,250–\$5,500

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### Planning & Organizing

- Initial consultation (phone or in person depending on location)
- In person meetings, phone calls and emails as needed
- Planning phone calls at 12, 9, 6, 3, 2, 1 month and 2 weeks prior.
- Research & presentation of all venues/vendors based on budget
- Vendor communication throughout planning process
- Schedule/attend vendor appointments as needed & review contracts
- Online planning program Aisle Planner
- Custom wedding style board + event design created
- Floorplan created
- Manage budget & track payments
- Mail out stationery & track RSVPs
- Venue walk through
- Detailed timeline & condensed wedding party timeline created & managed
- Distribute final timeline to all vendors and wedding party

### Week of the Wedding

- Attend and run Rehearsal with Officiant
- Distribute condensed wedding party timeline
- Collect all items listed below to prepare for the wedding day:
  - Marriage license
  - Guest book
  - Flower girl basket and other items for ceremony
  - Any decor items- candles, pictures, etc
  - Paper items- programs, menu cards, etc

### Wedding Day

- Two to three assistants working with Wedding Planner (one will become lead for dancing/take down when planner is done for night)
- Management for entire day by Wedding Planner until all that's left is dancing!
- Meet and greet all vendors and help prepare ceremony site and reception venue
- Setup and design reception items like place cards, guest book, menu cards, favors, gift table, and any other light decor items
- Distribute all personal flowers to wedding party, family members & special guests
- We will be the main point of contact for family members, wedding party, and vendors
- Timeline management of the day
- Provide Bridal Emergency Kit - aspirin, energy bars, mints, sewing kit, stain remover, two clear bubble umbrellas, etc.
- Properly line up processional & cue musicians
- After the ceremony make sure all items that need to go to the reception get packed up and transported
- Coordinate entertainment and all announcements during reception with DJ/Band
- Hand out final vendor balances & tips
- Removal of gifts/guest book and other special requested items. Bring to specified location (on site)
- Be prepared to meet any emergency situation that may arise
- Pack up light decor at end of night

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## ADDITIONAL INFORMATION

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### Payment Information

Weddings with 40 or less guests is \$4,250 and does not include rehearsal attendance

Wedding with 41-125 is \$5,250

Wedding with 126-200 guests is \$5,500

Weddings with guests above 200 please inquire.

Tented weddings are an additional \$500 and include overseeing tent set up.

This is based on the number of assistants needed.

- A non-refundable retainer of \$750 is due with signed contract to hold your wedding date.
- The remaining balance would be broken up into (4) 25% Payments due 9 months, 6 months, 3 months and 2 weeks before wedding date. (Payment schedule breakdown will be spread out more if wedding is over a year away at time of booking)
- You are responsible for paying vendors directly. All vendor/service contracts will be between you and the vendor/service provider.
- Travel {and ferry} fees are not included in the above price. Please ask for quote.

### Please Note

- Package does not include cost of any decor or supplies, linens, stationery, etc. Package also does not include any of our decorations, but can certainly be added! Package is based solely on our planning + design service
- Does not include the following, but we would be more than happy to add to the package:
  - Any planning + design for Bridal Shower, Bachelorette Party, Bachelor Party, Rehearsal Dinner or After Party
  - Wedding website creation or management
- Vendor appointments that require traveling will warrant additional traveling fees