



POWER EVENTS
PLANNING

Full Service Consulting Package

Planning Phase:

- ❖ Unlimited consultations in person and via email/phone
- ❖ Personalized budget planning
- ❖ Venue research and recommendations for ceremony and reception
- ❖ Wedding design implementation: color, theme & décor
- ❖ Vendor recommendations based on budget & design
- ❖ Wedding dress shopping assistance-recommendations on boutiques and setup of appointments
- ❖ Assistance with design and wording of save the dates, invitations and programs
- ❖ Maintain Schedule for Meetings, Deadlines and Vendor Issues
- ❖ Confirmation of vendor services: delivery, set up, wedding day execution, special instructions & payment
- ❖ Schedule, Coordinate and attend all meetings with wedding vendors
- ❖ Coordination of Room Block
- ❖ Hotel accommodations for out of town guests
- ❖ Negotiate, review and manage vendor contracts
- ❖ Assistance with food and beverage selections
- ❖ Assistance with seating chart
- ❖ Arrangement of transportation for wedding party
- ❖ Customized planning timeline for rehearsal and day of wedding
- ❖ Set up transportation & activities for out of town guests
- ❖ Advice on ceremony processional & musical selections
- ❖ Reception flow direction from floor plan, menu, bar packages and entertainment throughout the evening
- ❖ Communication with wedding party including timeline of events and agenda
- ❖ Coordination and oversee ceremony rehearsal, wedding day, & reception
- ❖ Etiquette expertise for those questionable situations

Rehearsal and Rehearsal Dinner Phase:

- ❖ Rehearsal dinner venue recommendations and appointment scheduling
- ❖ Menu Selection assistance
- ❖ Vendor recommendations for flowers and invitations
- ❖ Organize transportation for out of town guests if necessary
- ❖ Create seating chart
- ❖ Complete oversight from setup to breakdown of rehearsal dinner
- ❖ Coordinate speeches and toasts
- ❖ Coordination at the wedding rehearsal with the wedding party and family
- ❖ Email timeline and important instructions to wedding party and family
- ❖ Delivery out of town guests gift bags/baskets if applicable



POWER EVENTS
&
PLANNING

Full Service Consulting Package Continued

Wedding Day Phase:

- ❖ Coordinate vendors and oversee the setup and breakdown of the ceremony and reception
- ❖ Additional assistant coordinator onsite
- ❖ Provide direction of ceremony procession & activities to family and wedding party
- ❖ Delivery of all wedding day accessories
- ❖ Setup of table centerpieces, guest book, champagne flutes, cake cutting tools and any photos
- ❖ Put out table numbers, seating charts and nameplates if necessary
- ❖ Cue the entrance of bride and groom, introduction of wedding party, mother/son dance, father/daughter dance, toasts, cake cutting, garter and bouquet toss, last dance, and exit of the bride and groom
- ❖ Help assist photographer and organize wedding party and family for pictures
- ❖ Collect all of the bride's personal items and ensure they are put in the getaway vehicle or returned to a designated person
- ❖ Collect all the gifts, wedding day accessories (toasting flutes, cake serving pieces, guest book, portraits, etc.) and return them to a designated person