

Full Service Wedding Planning

The following items listed are the services that are included in the full-service planning packet for *ForEver Yours Weddings & Events*. The services provided are for a period of time that will be discussed upon signing contract as well as a 10 hour block on the day of event. With unlimited phone and email communication with client. Total Price for service is \$2,995.00. Additional hours the day of the event will be charged at \$80 per hour.

- One-hour rehearsal the day before, or whenever the venue allows.
- Attend final walk through of venue with couple.
- Hire preferred vendor for third party services (i.e. floral, cake, photo, etc...)
- Assistance in booking Outside Providers (third party services, attend and be a part of meetings)
- Become the one line of communication between vendors and bride once vendor has been chosen
- Follow up with guest about RSVP
- Will provide mimosas for bridal party the morning of.
- Will create a program for event for ceremony
- Assistance in scheduling catering consultation and confirming payment schedule with caterer and other vendors (make payments if needed)
- Create a budget margin for bride and groom
- Create customized floor plan and setup notes based on event style and needs
- Assist with gathering all details to create Wedding Ceremony & Reception template – bridal party processional notes, special songs or traditions, etc...
- Chalk board signage
- Will provide foam glow sticks for dance party (color coordinated)
- Create timeline of events for vendors, bridal party, ceremony and reception flow – be sure your scheduled events meet your rental agreement with venue and catering service
- Provide ceremony program templates and assists with creating the order of ceremony, processional details and reserved pew seating
- One week prior to event, call and confirm Outside Providers arrival times and setup details
- Coordinate and direct rehearsal and ceremony
- Provide Onsite Bridal Emergency Kit
- Pick up flowers if needed (some restrictions may apply)
- Set up rentals
- Set up deliveries or pick up of any rentals
- Manage all event setup and breakdown of décor, if planner has to do furniture set up additional staff will be hired in.
- Will pack up all items brought in by bride, to insure they are all picked up at end of night
- Insure all décor is as indicated by bride. (i.e centerpieces, wall décor, party favors)
- Check in and out of all Outside Providers
- If there is any outstanding balances or tips that bride/groom want to distribute, coordinator will ensure all parties receive envelopes

- Execute event timeline and production details
- Assist with pinning personal floral for bridal party and family
- Welcome all guest and assists with directing late arrivals into ceremony area
- Gather all ceremony attendees, bridal party and officiate for processional line up and assist with signaling everyone for ceremony
- Gather wedding party and family members for post ceremony photos with photographer
- After photos and before grand entry, will bustle wedding dress and coordinate pre reception drinks and appetizers with caterer for bride and groom (private time)
- Will scan Marriage License and email to client (i.e. honeymoon)
- Will assist MC with bridal party line up and introductions for special guests (i.e. parents)
- Manage reception floor and behind the scene details during dinner and dancing
- During reception, will load wedding gifts and overnight bags into pre-designated vehicle
- Collect cake accessories/rentals and top layer of cake to load with gifts
- Will return any rentals
- Coordinate —To Go food for bride and groom departure vehicle
- Assist MC with coordinating all guests to exit once event concludes for departure farewell (sparklers, glowsticks, ect. If you need help with this ask)
- Follow up with client post event (one week) to ensure client received all belongings and proceed with closing of file

Additional services, outside of standard services listed above will be billed based on services requested and hours of consultation preformed (i.e. event/custom design—linen, floral, custom lighting, candy bars, rental equipment, shuttle service, party favors, themed events) ~ custom service package * Client will take care of payment to any and all vendors.

ForEver Yours Weddings & Events

An Event Ninja Pros Company

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