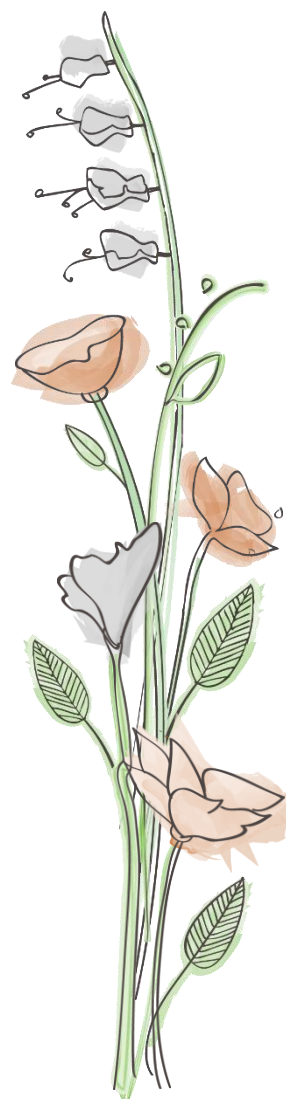


# Partial Wedding Planning

The following items listed are the services that are included in the partial 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 hr block on the day of event. With unlimited phone and email communication with client. Total Price for service is \$1,800.00. . Additional hours the day of the event will be charged at \$80 per hour.

- One-hour rehearsal the day prior to event.
- Attend the final walk through of venue with couple.
- An assistant will be present the day of to better serve you.
- Offer preferred vendor listing for third party services (i.e. floral, cake, photo, etc...)
- Signage for day of ( card box, sign guest book, welcome to wedding ect.)
- Attend meeting with vendors along side the client.
- Create customized floor plan and setup notes based on event style and needs
- Provide Onsite Bridal Emergency Kit
- Assist with gathering all details to create Wedding Ceremony & Reception template – bridal party processional notes, special songs or traditions, etc...
- Create timeline of events for vendors, bridal party, ceremony and reception flow – be sure your scheduled event meets your rental agreement with venue and catering service
- One week prior to event, call and confirm Outside Providers arrival times and setup details
- Manage all event setup and breakdown of décor. If furniture needs to be set by planner, a team of more people will have to be present.
- Coordinate ceremony
- Pick up flowers if needed (some restrictions may apply)
- All items brought in by bride will be picked up at end of night, packed up and have ready for loading at the end of event.
- Ensure 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, planner will ensure all parties receive payments.
- 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, if needed, will bustle wedding dress and coordinate pre reception drinks and appetizers with caterer for bride and groom (private time)
- Manage reception floor and behind the scene details during dinner and dancing
- During reception, will load wedding gifts and inventory items (if not being used) into pre designated vehicle ( one hour before end time )
- Collect cake accessories/rentals and top layer of cake to load with gifts
- Will assist in returning rentals is needed.
- Confirm that all client belongings are safely packed and loaded in designated vehicle (i.e. bride and grooms departure vehicle or parents of bride or groom).
- Coordinate —To Go food for bride and groom departure vehicle
- Assist MC with coordinating all guests to exit once event concludes for departure farewell

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, rental equipment, shuttle service, party favors, themed events) ~ custom service package \* Custom Décor available as well as custom candy buffets.

## ForEver Yours Weddings & Events

An Event Ninja Pros Company

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