

## *Premier Package \$4,650*

### **Getting Started:**

- A complimentary consultation to lay out wedding and reception ideas. During this consultation we will offer style and color suggestions for wedding attire and an overall wedding theme.
- Create and organize the budget.
- Maintain wedding expense sheet
- Monthly checklist package and email reminders to help stay on track during the planning process.
- Deliver engagement announcement to the local paper.
- Unlimited emails, phone calls and consultations
- Provide etiquette advice when requested

### **Planning your Wedding:**

- In-depth 2-3 hour consultation reviewing all of your desired wedding details. We will ensure that we know exactly what you want for your wedding day. We will encompass your vision, personality and style.
- After the planning consultation, given the budgeted amount to work with we can completely plan your wedding for you. This is the ultimate package which allows you to have everything you want on your wedding day, without having to do any of the work. This does not prohibit you from participating in your wedding planning process. You can be as involved as you would like, you just have the option of leaving work completely up to us.
- We will, select, book, negotiate contracts, and visit all vendors.
- All linens, florals, décor, arrangements, and rentals will be taken care of by the coordinator.
- You will get regular updates with the description and images of the details we are planning with each vendor. You can at anytime (up to two weeks before the wedding date) change the details in any reasonable fashion to accommodate your preferences.
- We will design the wedding based on the couple's color preferences, style and theme selection.
- Regular e-mail reminders on wedding tasks or information needed from you.
- Timely and consistent follow-up with all vendors on any changes in wedding plans or details
- Assist with the selection of wedding attire and accessories (Max 3 salon visits- travel fees may apply)
- Once the bride has made her wedding attire decisions we will order all dresses and tuxedos and arrange for fittings if necessary.
- On-site for assistance during the bridal photo shoot
- Assist or entirely select wedding invitations
- Assemble, hand address and mail wedding invitations. Maximum of 100 invitations, additional invitations charged at 2.00 per invitation (postage paid by the bride) Invitations required 8 weeks prior to wedding.
- Track RSVP's and who will be attending
- When a calligrapher will be addressing the invites, we will deliver the invites to and from the calligrapher
- Arrange and coordinate group transportation for the ceremony and reception guests.
- Arrange for hotel guest room blocks (limited to 2 hotels)
- Provide a list of fun local activities for out-of-town guest arriving early for the event.
- Arrange for Concierge Services for out-of-town guests arriving early for the event (Paid for by the client or guest)
- Assist with transportation details from and to the airport
- Assist with the selection and arrangement of guest favors as requested
- Assist with selecting wedding party or family gifts and wrapping if needed
- Suggest ideas and assemble "welcome bags" for family and bridal party (Limited to 25 bags). Items

- can be purchased by Premier Event Source (billed to bride) or directly purchased by the bride.
- Provide information and assistance in obtaining a marriage license.
- Create room and ceremony layouts
- A consultation two weeks before the wedding to review all of your contracts, discuss all of your wedding details and create wedding day timeline.
- Provide a checklist of who is responsible for taking home gifts, cake topper, bridal portrait and keepsakes etc.
- Rehearsal and wedding day itinerary.
- A phone meeting with all of your vendors 2 weeks before the wedding to confirm arrangements for the wedding day.
- A visit to the reception site one week before the wedding to coordinate with the site staff.
- A final phone consultation with the Bride and Groom (If needed)

#### **Rehearsal:**

- Deliver welcome bags to assigned hotel for "check-in" distribution (limited to 2 hotels)
- Make arrangements for the rehearsal dinner (location, transportation, invitations and décor)
- Assist with the rehearsal dinner, cocktail and reception dinner menu selections
- Discuss different room layout options for the reception and the ceremony if necessary.
- Arrangements made for food and beverages to be in the bride's and groom's suites while they are getting ready
- Rehearsal and wedding day itinerary.
- Coordinator's assistance at the rehearsal directing the flow of the ceremony (up to two hours).
- Review and coordinate rehearsal and ceremony with officiate, wedding party, and vendors.
- Checklist of who is responsible for taking home gifts, cake topper, bridal portrait and keepsakes, etc.

#### **Wedding Day:**

- Attending, overseeing and directing the ceremony and reception (Available up to 12 hours on the wedding day)
- Two wedding consultants to assist with all wedding day activities
- Coordinate with all wedding vendors
- We will bring our wedding day emergency kit (black socks, super glue, hair spray, pins, etc.)
- Instructions on the family's and bridal party's responsibilities.
- Organize and set up any photographs, portraits, table settings, place cards, cake cutting items, favors, and guest book
- Decorating the ceremony and reception sites (décor to be provided by client or purchased/rented from Premier Event Source)
- Oversee venue décor to ensure that everything is laid out according to the couples wishes
- Distribute and Pin wedding flowers
- Follow through during ceremony and reception to ensure that the timeline is being carried out
- Coordinate all reception activities in real time with the event MC
- Bustle wedding gown
- ☑ Greet your guests at the reception offer any necessary directions
- Prepare cake and meal for the couple to take from the reception
- Distribute tossing items to the guests
- Coordinate your big exit
- Distribute "exit" favors to guests
- Load gifts and décor once ceremony ends into designated vehicles
- Assist with cleanup activities
- Troubleshoot when needed

- Return Tuxedos
- Deliver wedding gown to cleaners or other desired location
- Deliver wedding bouquet to preservation company

**After the Wedding:**

- Return Tuxedos
- Deliver wedding gown to cleaners or other desired location
- Deliver wedding bouquet to preservation company

**Other Wedding Related Events:**

- Consultation with the bride to determine dreams and expectations for the Bachelorette party or bridal shower
- Coordinate with the Maid of Honor or designated bachelorette party/ shower host to create the event.
- We will provide a list of approved event locations and ideas along with the list of recommended vendors to execute that event (if located in Austin)
- Consultation with groom to determine expectations for Bachelor Party
- Consultation with the client to determine dreams and expectations for engagement party
- Meet with Engagement Party Hosts to create the event. We will provide a list of approved event locations and ideas along with the list of recommended vendors to execute that event (if located in Austin)
- Meet with Bride and Groom to discuss Honeymoon options and provide reliable vendors to help coordinate the honeymoon. Provide a honeymoon packing list.

**This package is for the out of town or busy bride who may not have time to participate in every step of the planning process. We will take care of every last detail in coordinating all aspects of your wedding weekend.**