

## *Pristine Package \$3,000*

### **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.
- You will be able to browse through our vendor books in order to select the most reputable vendors for your wedding day.
- Create and organize the budget.
- Maintain wedding expense sheet
- Monthly checklist package and email reminders to help stay on track during the planning process.
- Unlimited consultations, emails and phone calls.

### **Planning Your Wedding:**

- Assist with the selection, booking, contract negotiation and coordination of all vendors.
- Attend all vendor meetings with the client
- Provide information on how to place an engagement announcement and obtain a marriage license.
- Provide suggestions and consultations for floral, lighting, linen, décor and event design.
- Assist with the selection of invitations, place cards, favors, and thank-you notes
- Provide etiquette advice when requested
- Timely and consistent follow-up with all vendors on any changes in wedding plans or details
- Arrange and coordinate group transportation for the ceremony and reception guests.
- Recommend locations for rehearsal dinner, bridal luncheon and post wedding brunch.
- Review of invitation draft
- Arrange for hotel guest room blocks and assist with flight arrangements (limited to 2 hotels)
- Provide a list of fun local activities for out-of-town guest arriving early for the event.
- Provide an up to date list of transportation details from and to the airport
- Assist in shopping for wedding gown (Maximum two salon visits)
- 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 a few days before the wedding to review with the bride and groom (if needed)

### **Rehearsal:**

- Deliver welcome baskets for out-of-town guests to hotels
- 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 10 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

**This is a comprehensive package for the couple that wants assistance with everything. It is a great package for those brides who want to make all the decisions but need help finding all of the options. Prices are based on weddings with up to 250 guests.**