

## OVERVIEW

Looking for that special “Pink Olive” to set your wedding day apart? Whether you need wording for your programs, a theme for your place cards, or someone to just assemble your favors, you’ll find the help you need here, and it can all be custom-built for you.

## DETAILS

Looking for that special “Pink Olive” to set your wedding day apart? Whether you need themed wording for your “Save the Date” invitations, a transportation mode that pays tribute to someone special in your life or someone to just assemble your favors, you’ll find the help you need here, and it can all be custom-built for you.

- Create a timeline and schedule
- Create a theme or color scheme and work it into the wedding
- Budget planning and tracking of deposits, balances due, dates, etc.
- Attire and accessory selection for couple and bridal party
- Research ceremony and reception sites, including taking tours with the couple
- Save-the-date and/or invitation assembly
- Save-the-date and/or invitation mailing and tracking RSVPs
- Track guests’ meal choices for sit down dinners
- Create a suitable menu or helping to choose from a pre-existing package
- Wording of the programs for the ceremony
- Reception layout and seating chart arrangements
- Vendor referrals and contract reviews
- Vendor interviews and/or final meetings
- Coordinate transportation for the couple and bridal party

- Wedding paperwork (marriage license, name change documents, etc.)
- Coordinate hair and makeup for the bride & bridesmaids
- Coordinate hotel room blocks for guests
- Coordinate rentals
- Assemble favors
- Assemble and distribute hotel welcome baskets
- Assemble and distribute amenity baskets for restrooms at reception
- Shopping for favors, decorations, etc.
- Custom stationary design and printing (save-the-dates, invitations, menu cards, programs, etc.)
- Bartending service if not included in the catering contract
- Coordinate rehearsal dinner, showers or other pre-wedding events (requires separate contract)
- Create a wedding website for the couple
- Child care for the reception
- Return rentals or rented attire after the wedding
- Honeymoon planning
- Consultation on an as-needed basis (billed at an hourly rate with a 2 hour minimum)