

These individual services can be added to your Full Planning or Day-of Coordination package. If there is something you'd like that you don't see here, please let us know and we'll be happy to accommodate 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)