



Month of/Day of Planning

Event Planning/Event Management \$1,500

Have you planned everything and now you want to relax? Let us assist! Our month of/day of planning service is for the client who has chosen all of their vendors and just want to enjoy their event as a host and not a planner. We take over 30 days before your event, manage the hundreds of details that you have selected and then execute your vision to perfection. It's that simple! Here's a snap shot of what we offer:

Event Planning/Management

- ❖ Unlimited phone calls, emails and scheduled in person OR face time meetings with planner
- ❖ Assist with marriage license
- ❖ Store wedding items (*destination clients*)
- ❖ Coordinate and organize ceremony rehearsal (*up to 1 hour*)
- ❖ Custom hour-by-hour event itinerary/timeline sent to all vendors
- ❖ Manage & execute wedding day itinerary/timeline
- ❖ Place ceremony & reception items as directed
(Includes, but not limited to: pictures, signage, sign-in book, programs, escort cards, cake knife, toasting flutes, favors)
- ❖ On site event management team (*min. 2 planners*)
- ❖ Liaison for all vendors (*30 days before & day of event*)
- ❖ Oversee all vendors (*delivery, setup, take down and pick up*)
- ❖ Collect gifts and all personal items after event
- ❖ Event day emergency kit
(Includes, but not limited to: sewing kit, first aid kit, toiletries, etc.)