



Partial Coordination Package

For Couples who have the essential resources of planning their event themselves, but after all the hours of dedication into the planning have become overwhelmed and know it is time to enjoy the show. Why not seek the assistance of a professional wedding planner? That with strategic implementation will take make sure every detail goes as you have planned, will oversee your event activities and troubleshoot any possible mishaps with the plans? Our services during the crucial last couple of months of planning include the rehearsal, confirmation of all event professionals that you have selected, site tour, creation of a detailed event timeline, choosing last minute vendors as needed, and complete orchestration of event day. *This package does not include the extensive details as with full service.*

Complimentary Initial meeting with Bride and Groom to get pertinent information about their wedding (approximately 1 hr)

- 4 in-person comprehensive planning sessions typically scheduled within 3 to 4 months prior to wedding day to discuss wedding day activities, expectations, budget adjustments, final vendor selections, creative ideas and all necessary final details (1 hour sessions)
- Ongoing and Unlimited communication/support via phone & email with your Lead Planner
- Personalized Budget development worksheet and Itinerary
- Assistance with Ceremony & Reception Design
- Final review of all vendor contracts and ongoing communication with vendor regarding their services and your expectations
- Final walk through of ceremony and reception sites
- Assistance with final checklist to ensure you have accomplished everything on your “to do” list
- Ceremony/Reception/Vendor management and assistance; layout, logistics, decor, communication details, location directions, timelines, table settings, escort/place cards, menus, food service, entertainment, floral and cake details
- Assistance with any last minute projects, such as seating assignments, programs, menu cards, favors, etc.
- Rehearsal coordination and instruction on site
- Full Day Wedding Coordination inclusive of 2 Coordinators
- Bridal Emergency Kit
- All services included but not limited to