

# Full Planning Package



## *What is this service?*

The perfect service for you if you would like us to work with you right from the get-go! After an initial meeting and getting to know you as a couple and what your vision entails, we set up a detailed schedule as to what needs to be done and by when, and also assist in budgeting. We work with you until the very end -- where we oversee your wedding day, ensuring that you and your partner are experiencing the most memorable day without any worries!

## *What exactly does this service entail?*

### Our responsibilities:

- Regular scheduled meetings (in person, phone or video chat)
- Preparing and maintaining a full wedding planning schedule
- Venue sourcing – we will find and/or provide recommendations for the perfect space, and do venue tours with you
- Building the vendor team – vendor recommendations, attending vendor meetings, reviewing vendor contracts, handling follow-ups
- Budget planning and allocation
- Design and décor planning & styling – we will provide recommendations and create a design plan based on your chosen theme colour & ideas, help with sourcing vendors for decor and rentals, attending consultations and meetings
- Supervising the wedding rehearsal
- Developing wedding day itinerary
- Contacting vendors 1-2 weeks prior to the wedding to confirm attendance and discuss logistics

### On the day of:

- One assistant to help lead coordinator
- Distributing wedding itinerary and other documents to those involved in the wedding
- Managing and liaison for all vendors during the event
- Supervising ceremony and reception set-up
- On-site direction of wedding reception
- Providing complimentary access to a Bridal Emergency Kit

*Thank you for trusting  
us & we look forward to  
being a part of your  
special day!*

*starts at \$6400*



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