

DIAMOND PACKAGE - FULL EVENT PLANNER AND COORDINATOR | *STARTING AT \$8500.00*

FULL WEDDING PLANNING SERVICE GIVES YOU A PERSONAL WEDDING PLANNER TO ASSIST YOU IN PLANNING YOUR WEDDING

FROM BEGINNING TO END. THIS INCLUDES HIRING OF ALL PROFESSIONALS, EVENT DESIGN AND DETAILS AS WELL AS DAY OF COORDINATION.

THIS PACKAGE BEGINS FROM DATE OF CONTRACT.

- IN OFFICE PLANNING (I.E. PHONE CALLS MADE ON YOUR BEHALF, E-MAILS SENT ON YOUR BEHALF, RESEARCH ON VARIOUS VENDORS AND WEDDING THEME DEVELOPMENT)
- MANAGING AND BOOKING ALL APPOINTMENTS
- MANAGING ALL VENDOR E-MAILS AND CALL BACK QUESTIONS
- CREATION OF A WEDDING DAY BUDGET, AND OVERSEEING THAT THE BUDGET IS BEING MET
- PLANNER ADVISES ON DESIGN, DÉCOR AND FLOOR PLAN
- WEDDING PLANNERS WILL WORK THE ENTIRE DAY OF THE WEDDING
- GUIDANCE IN REGARDS TO PROPER WEDDING ETIQUETTE
- IDEAS IN REGARDS TO DÉCOR AND THEME OF YOUR DAY
- CREATING A MONTH TO MONTH AGENDA OF THINGS THAT NEED TO BE DONE PRIOR TO THE WEDDING
- ASSISTING THE COUPLE IN ANY WAY POSSIBLE TO ENSURE THE PROCESS OF WEDDING PLANNING IS AS STRESS FREE AS POSSIBLE
- MEETING 2 WEEKS PRIOR TO WEDDING TO REVIEW ALL VENDOR CONTRACTS AND CREATE WEDDING DAY TIMELINE.
- CONFIRM TIMELINE DETAILS WITH ALL VENDORS
- ATTENDANCE AT CEREMONY REHEARSAL TO REVIEW FLOW OF CEREMONY, PROCESSIONAL AND RECESSIONAL
- PLANNER WILL BE THERE TO RUN ANY LAST MINUTE ERRANDS FOR BRIDE THAT WEEK
- PLANNER BEGINS AT BRIDE OR GROOMS HOUSE AT REQUESTED TIME, UNTIL END OF EVENING
- YOUR PLANNER WILL HELP TO ORGANIZE THE DAY SO IT RUNS ON TIME AND ACCORDING TO YOUR PLAN SO YOU CAN RELAX AND ENJOY YOUR SPECIAL DAY
- THE GO-TO PERSON FOR THE DAY
- SUPERVISION AND ASSISTANCE OF CEREMONY SETUP AND TEARDOWN (DÉCOR AND VENDORS EG: MUSICIANS, PERSONAL ITEMS)
- DISTRIBUTION AND PINNING OF BOUTONNIERES AND CORSAGES
- COORDINATE AND CUE PROCESSIONAL AND RECESSIONAL
- SUPERVISION AND ASSISTANCE OF FAMILY PHOTO SESSION
- SUPERVISION AND ASSISTANCE OF RECEPTION SETUP (DÉCOR AND VENDORS EG: CAKE, DJ, ETC..)
- SETUP OF PERSONAL WEDDING ITEMS SUCH AS, PLACE CARDS, PROGRAMS, FAVOURS, ETC...
- COORDINATION OF GUEST & SEATING MANAGEMENT
- COORDINATION OF VENDOR PAYMENTS FOR THAT DAY

- COORDINATION OF THE RECEIVING LINE
- COORDINATION OF GIFT COLLECTION
- COORDINATION OF THE EVENING RECEPTION PROGRAM
- COORDINATION AND CUE OF THE MC, DJ/ENTERTAINMENT, PHOTOGRAPHER AND VIDEOGRAPHER
- COORDINATION AND CUE OF GRAND ENTRANCE
- COORDINATION OF MEAL SERVICE ALONGSIDE THE CATERING/BANQUET MANAGER
- CLEAR AND PUT AWAY PERSONAL WEDDING ITEMS AND ORGANIZE BRIDAL SUITE
- YOUR WEDDING PLANNER WILL KEEP COPIES OF YOUR CONTRACTS TO ENSURE THAT ALL OF YOUR VENDORS HAVE DELIVERED WHAT WAS PROMISED TO YOU