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**Wedding Planner Package (starting at $3,000)**

Communication

* Up to fifteen meetings (one of which will be a venue walkthrough)
* Unlimited consults via email, text, and phone

Planning

* Prepares wedding timeline preparation and creating checklist to ensure completion of all tasks
* Establishes priorities of all tasks
* Develops and assists with tracking of the budget
* Scouts for ceremony & reception venues
* Recommends wedding vendors
* Attends all vendor meetings
* Reviews all vendor contracts
* Assists with ordering save-the-dates, wedding invitations, and all printed materials
* Tracks guests RSVPs
* Assists with wedding favors & accessories
* Identifies any missing essential wedding day details
* Creation and execution of design scheme
* Development of a detailed wedding timeline
* Development of ceremony & reception floor plan
* Development of seating chart
* Site visit to both ceremony and reception venue prior to the wedding date
* Facilitates Wedding Ceremony Rehearsal
* Vendor Communication and Management:
  + Correspondence with all vendors 1-2 weeks before the wedding day
  + Day of supervision of all vendors

Day of Coordination

* Unlimited time on-site with wedding coordinator and assistant
* Manages the timeline and logistics
* Serves as liaison for all vendors
* Deals with any unforeseen challenges
* Assists the family, wedding party, and guest as needed
* Cross-checks ceremony and reception venue set-up
* Ensures marriage license and rings are present for the ceremony
* Cue services for ceremony and reception
* Ensures decorations and details are in place at the ceremony and reception sites
* Provides a stocked emergency kit
* Distributes final payments and gratuities as needed to vendors
* Organizes the grand exit and send-off
* Supervises cleanup
* Arranges for all your personal items to be packed up and given to a designated family member, room, or vehicle