

Sk events

LUXURY WEDDINGS

estd / 2010



Silver - Month-Of Coordination

Ability to be in full control of the planning, but have a professional Planner firm up your final plans & run the show so you can enjoy your day!

- Dedicated Lead Planner to guide you through the planning process (30 planning hours)
- Assistant Planner to provide support on the day of the wedding (for events with 75 people or more)
- Access to Aisle Planner, our online planning software. Features include: customized checklists, event timeline, design studio to share ideas and create color palettes, guest list manager, contract management, and budget.
- Provide ceremony and reception venue recommendations

Vendor Coordination

- Provide vendor recommendations based on quality, budget, and personal preferences/style
- Review all proposals, contracts, and final orders
- Coordinate vendor logistics (e.g., timeline, requirements, etc.), including:
 - Coordinate hair and makeup day-of appointment schedule
 - Collaborate with photographer to develop day-of photography schedule
 - Provide entertainment/music recommendations, confirm requirements (stage, audio visual needs, etc.), and coordinate set up with venue
 - Confirm existing design/décor vision is captured in vendor proposals
 - Provide stationary vendor recommendations and guidance on items to purchase
- Confirm all final vendor details and provide necessary day-of documents (e.g., timeline, room diagram, etc.)

Document Creation

- Day-of Timeline
- To-Scale Room Layouts
- Ceremony Details
- Set Up List/Instructions

Meetings

- Phone and/or video meetings, scheduled at a frequency desired by the client
- Attend menu tasting and planning meeting with caterer
- Attend final event walkthrough
- Organize and run rehearsal

Day-Of

- Set up*, oversee, and manage event (10 hours)
- Serve as main point of contact for venue and all vendors
- Set up and collect all personal items**
- Distribute final vendor payments and/or gratuities

Additional Resources Provided

- It's All in the Details - list of small detail items which are sometimes overlooked
- Personalized suggested gratuity list
- Comprehensive list of stationery items to consider



Gold - Partial Coordination

A collaborative approach between Planner and client to bring your existing ideas to life! This package gives you the ability to pick and choose where you need the most assistance with vendors, while allowing you to do some of the planning yourself.

Everything included in our Silver - Month-of Coordination Package plus:

- Dedicated Lead Planner to guide you through the planning process (60 planning hours)
- Budget assistance and guidance

Design

- Work together to bring existing design/décor vision to life
- Collaborate to develop color palette
- Provide suggestions for upgraded rental needs
- Input on stationary design and wording

Coordinate vendor logistics (e.g., timeline, requirements, etc.), including:

- Additional support with proposal requests
- Placing and managing rental orders
- Assistance with menu creation/selection
- Develop transportation schedule
- Support with room block agreements
- Set up*, oversee, and manage event the day of (11 hours)



Platinum - Full Coordination

Best suited for couples who may not have the time (or desire) to tackle everything involved with wedding planning, including vendor outreach and coordination, and design development. Just sit back, relax, and leave the planning to us!

Everything included in our Gold - Partial Coordination Package plus:

- Dedicated Lead Planner to guide you through the planning process (120 planning hours)
- Venue selection support including initial recommendations and site tours

Budget Management

- Customize budget template
- Provide estimated costs
- Manage actual costs and invoice tracking

Design

- Develop overall design/décor vision
- Color palette creation
- Hand-select linens, chairs, china, flatware, and glassware to compliment design
- Propose upgraded rental needs such as lounge furniture and lighting
- Work closely with florist to develop proposal
- Stationary design and ordering

Vendor Coordination

- Serve as main point-of-contact for proposal and contract development
- Coordinate vendor logistics (e.g., timeline, requirements, etc.), including:
 - Menu creation/selection
 - Assistance with bridal party attire selection
 - Room block contracting
- Set up*, oversee, and manage event the day of (12 hours)



Rehearsal Dinner/Welcome Reception Add On

- Provide venue recommendations and coordinate booking
- Catering and menu selection assistance

Vendor Coordination

- Provide vendor recommendations based on quality, budget, and personal preferences/style
- Review all proposals, contracts, and final orders
- Coordinate vendor logistics (e.g., timeline, requirements, etc.)
- Menu selection assistance
- Place and manage rental orders
- Confirm all final vendor details and provide necessary day-of documents (e.g., timeline, room diagram, etc.)

Document Creation

- Day-of Timeline
- To-Scale Room Layout
- Set Up List/Instructions

Meetings

- Phone and/or video meetings, scheduled at a frequency desired by the client
- Attend menu tasting and planning meeting with Caterer
- Attend final event walkthrough

Day-Of

- Set up*, oversee, and manage event (6 hours)
- Set up and collect all personal items**



*Set up does not include assembly of floral arrangements, up-lighting, draping or special design support that should be the responsibility of an outside vendor. We are happy to recommend vendors who can provide these services.

** Set up and collection of personal items includes items similar to the following: guest favors, place cards, seating chart, programs, guest book, toasting flutes, cake cutting utensils, table numbers, photos, card box, unity ceremony items, signage, etc. We will also collect all gifts at the conclusion of the event and leave them in a convenient place for a family member to take home. It does not include labor-intensive service such as setting up/collecting all flowers and candles, or installing/moving heavy arbors and equipment. However, if you would like this service, we can certainly find additional staff to assist or hire an appropriate vendor who is specialized in those services at a cost to the client.