

TONY

FOR ALL LIVES EVENTS

FULL SERVICE PLANNING

*INCLUDES "PARTIAL COORDINATION" SERVICES PLUS:

- **Flexible Hours:** The hours are determined as the job progresses, ensuring that the support matches the evolving needs of the wedding planning process.
- **Onboarding Meeting:** Discussing budget, style preferences, hiring plans for venues and vendors, and outlining the planning timeline.
- **Vendor Meetings:** Up to five meetings with potential vendors to discuss and select options.
- **Design Board and Mock Table Design:** Creating a visual representation of the color palette and design concept for the wedding, including a mock table setup.
- **Guest Experience Planning:** Outlining and coordinating various aspects of the guest experience, such as invitations, accommodation arrangements, gifts, rehearsal dinner, and welcome reception.
- **Rehearsal Dinner/Welcome Reception Timeline:** Creating a detailed timeline for the rehearsal dinner or welcome reception to ensure a smooth flow of events.
- **Vendor Recommendations and Budget Management:** Providing a selection of vendors that align with the budget and assisting in managing payments to vendors.
- **Vendor Payment Tracking and Reminders:** Tracking vendor payments and sending payment reminders when necessary.
- **Contract Review:** Reviewing contracts from vendors to ensure terms align with expectations.

EMERGENCY KIT ON HAND FOR ALL WEDDING HICCUPS

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THANK YOU FOR YOUR CONSIDERATION!