

# TONY

FOR ALL LIVES EVENTS

## FULL SERVICE COORDINATION

\*INCLUDES "PARTIAL COORDINATION" SERVICES PLUS:

- Necessary hours as job sees fit
- On-boarding meeting to discuss budget, style, hiring plan for venue/vendors, and planning timeline
- Up to 5- Vendor meetings
- Design board to create color palette, and coordinate a mock table design
- Outline guest experience; invitations, hotel/transportation, gifts, rehearsal dinner/welcome reception, etc.
- Create a rehearsal dinner/welcome reception timeline
- Provide a selection of vendors to manage budget
- Track vendor payments and send payment reminders
- Review contracts

### AFTER EVENT

- Deliver rentals and gifts as necessary
- Prepare material to submit wedding to bridal publications (optional)

EMERGENCY KIT ON HAND FOR ALL WEDDING HICCUPS

# \$ 5 , 2 0 0

\$ 1 0 0 0 DEPOSIT

THANK YOU FOR YOUR CONSIDERATION!