



THE SIGNATURE EDIT PACKAGE

*Full Planning + Design, plus
Event Management*

\$4,000

PRIOR TO WEDDING

- **Coordination begins 12 months before your wedding**
- Unlimited text/email communication starting at the 12-month mark
- Offer customized vendor suggestions & assistance choosing **up to 12 vendors** (Extra vendors may be added for additional fee) based on preference, design, & budget
- **12 Meetings Total**
 - 1st Meeting - Kickoff
 - 2nd Meeting - Budget: Custom budget creation + tracking through wedding portal
 - 3rd Meeting - Venue: Discuss recommendations based on preference + budget
 - 8 Planning + Design Meetings (Can mix + match depending on needs)
 - 1 Final Meeting
- Instant access to custom wedding portal upon booking
- Custom mood board/inspiration pictures creation
- Custom wedding website creation
- RSVP + Meal Choice Management
- **3 Venue walkthroughs:** Visit the ceremony & reception site (Included, but not mandatory)
- Custom timeline creation
- Custom floor plan creation
- Contact vendors for availability, quotes, and contracts
- Receive and review copies of all vendor contracts
- Introductory email sent to vendor(s) as contracts are signed to confirm contract details, delivery time, set-up/breakdown, returns, etc.
- Lead coordinator will become the main point of contact for vendors as contracts are signed

PRIOR TO WEDDING CONTINUED

- Couple to receive a customized item/decor checklist to ensure all essential items are accounted for on the wedding day
- Couple to receive updates on progress/vendor confirmations

WEDDING DAY

- 1 Lead coordinator & 1 Assistant coordinator for the entire wedding
- **Unlimited hours** of wedding day coordination (Additional \$250/hr past midnight)
- Assist the bride & groom as needed throughout the day
- Set up of personal items (Card box, guestbook, place cards, ceremony programs, bride & groom flutes, koozies, champagne flutes, etc.)
- Floor plan management
- Timeline execution
- Day-of run-through rehearsal at ceremony site
- Cue family, wedding party, & bride for ceremony
- Collaborate with venue staff
- Point of contact for all vendors & family members
- Ensure vendor arrival, deliveries, & supervision of set-up
- Distribute wedding florals (All bouquets, corsages, & boutonnieres)
- Distribute dance floor props if applicable
- Manage faux/grand exit props
- Solve any issues that may arise
- Access to our wedding day necessities kit (Tide pen, hair spray, bobby pins, perfume, command hooks, scissors, etc.)
- Collect and organize all items and ensure they are given to the designated family member at the end of the wedding
- Ensure getaway car/ride is ready to go at the end of the event
- Distribute vendor thank you cards/gratuities