



# Strawberry + Blonde

## EVENT PLANNING SERVICES

### Wedding Planning Packages

#### **Partial Planning Service**

##### **Pre-Wedding**

- Conduct an initial meeting to provide wedding information checklist to facilitate development of the order of ceremony and to obtain information to begin development of the vendor timeline
- Supplying any needed vendor recommendations
- Constructing a detailed wedding day timeline
- Attendance at a final walk through of ceremony and reception space
- Conduct a follow up meeting to confirm all vendors, ceremony details and timelines for the reception
- Develop a "day of schedule" for vendors if needed
- Facilitating the ceremony rehearsal

##### **Wedding Day**

- Unlimited time on-site with your coordination, allowing you to enjoy every moment of your wedding day without any worry of the details
- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guestbook, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Be present at the reception to direct the events of the evening according to the reception agenda
- Acting as the point of contact for all vendors
- Assisting the wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing an emergency kit
- Dealing with any unforeseen hiccups

#### **Full Service Wedding + Planning Service**

##### **Pre-Wedding**

- **Everything in the Partial package plus...**
- Provide email reminders and updates to the bride
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue scouting and securing of venue/reception
- Vendor recommendations, negotiations, bookings, and management
- Put together your Event Design/Theme Development (color, lighting, furniture, linens, floral, logistics)
- Floral decisions and planning
- Assistance in ordering save-the-dates, wedding invitations and all printed materials and tracking of guest RSVP's.
- Assist with table numbers, place cards, menus
- Transport wedding items (napkins, favors, send-off, etc) to the ceremony/reception
- Assistance with rentals
- Wedding favors & accessories
- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Supervise the complete set up of the ceremony and reception site(s) on the day of the event
- Distribute final payment to the vendors and other individuals when appropriate

##### **Wedding Day**

- **Everything in Partial package plus...**
- Be available to direct the final removal of presents, favors, decoration etc. from the reception venue
- Coordination of plan for clean up of venues
- Coordination of returning any rentals

\*Travel fees are determined on the location of the wedding.



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### **Day of Coordination Services**

*This is for the bride that is seeking coordination for the day of the wedding.*

- wedding day management begins with your rehearsal
- We confirm all is set for music for the ceremony and reception
- Full day of management on the day of your wedding
- Assist in pinning boutonnieres/corsages
- Manage wedding vendors per your instructions – COORDINATOR will be available in person and by telephone during the entire wedding day to assist vendors with any problems or questions, including set-up and teardown
- Manage wedding party and timeline
- Verify rings are with correct person (typically the officiant, best man, or maid-of-honor)
- Processional line up, send down the aisle, etc
- Bustling of Bride's dress if required
- Provide Emergency Kit
- Coordinate entertainment and all announcements/events with the DJ and other vendors during reception
- Assist with gathering of the couple's personal décor items
- Assist with gathering of any rental items
- Assist with the ceremonial cutting of the cake (catering usually serves)
- Confirm the couple's "go-bags" are placed into the getaway vehicle prior to the send-off
- Coordinate send-off

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## EVENT PLANNING SERVICES

### **Small Event Planning**

- Corporate party
- Birthday party
- Anniversary party

### **A La Carte Services:**

- **“Pick My Brain” Session**
  - Phone call or video session to chat and discuss any topic of your choice
- **Timeline + Itinerary Creation**
  - Consolidating your wedding day timeline into a finalized plan
- **Floral Designs**
  - Send us your ideas and we will make your dream come to life!
- **Rentals**
  - We have rentals available for your special event, including table cloths, chargers, decor, etc.