



## Full Service Wedding Planning Package

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## Professional Wedding Day Management

- ❖ Implementation of timeline throughout Wedding Day
- ❖ Full management at Ceremony and Reception
- ❖ Confirmation of all vendor arrivals, ensuring timeline is adhered to throughout event
- ❖ Serving as primary resource for vendor, guest and family inquiries
- ❖ Oversee décor set-up and attend to bridal party
- ❖ Visit with the Bride and Groom (separately) to tend to any last-minute needs
- ❖ Distribute bouquets to bridal party, assisting groomsmen with boutonniere pinning
- ❖ Accept all décor, floral, rental and linen deliveries
- ❖ Prepare Bride and Groom for reveal / first look
- ❖ Coordinate musical pieces and cue musicians and photographers for music selections and "must have" shots
- ❖ Prepare reception, ensuring that personal items are in place as planned
- ❖ Overall theme execution throughout reception venue
- ❖ Facilitation of table set up, guest count, ensuring floor plans are adhered to
- ❖ Arrangement of escort/place cards/menu cards
- ❖ Cue Bridal Party for next steps throughout the event
- ❖ Prepare Bridal Party and family for introductions
- ❖ Catering to Bride, Groom and immediate family members throughout entire wedding day ... this includes certainties such as ensuring Couple eats, stays hydrated and has fun
- ❖ Distribution of final payments to all vendors at end of evening
- ❖ Gently collect all gifts and personal artifacts at conclusion of Wedding Day and load into vehicle
- ❖ 9 hours of wedding day coordination. Departs after cake cutting
- ❖ Bridal Emergency Kit

\*\*\*\* All service pricing is based upon guest count of 150

## Full Service Planning Package

- ❖ Initial brainstorming session to get all your ideas on paper
- ❖ Venue research- ceremony site, reception
- ❖ Vendor recommendations for all categories- invitation printing companies, rental companies, photographer, videographer, caterer, musicians, floral and décor, lighting, cake, transportation, tents, officiates
- ❖ Negotiate with vendors. Contract management of all vendors. Track and coordinate vendor payments and due dates
- ❖ Attend tastings
- ❖ Attend floral meetings
- ❖ Manage all rentals
- ❖ Set up, attend and recap all meetings with vendors and client
- ❖ Facilitate all communication and ideas between client and vendors so that vendors know exactly what is expected of them and when.
- ❖ Create action items in timeline with deadlines for clients and coordinator to complete
- ❖ Establish a budget and guidance to stay within the budget
- ❖ Complete event design development- theme, colors, floor plans, lighting, rental items.
- ❖ Assistance with design, selection and ordering of all wedding day accessories, such as favors, welcome baskets, ceremony programs, menu cards, escort and place cards.
- ❖ Create/Circulate master timeline and contact list for event to all vendors
- ❖ Up to two hours ceremony rehearsal
- ❖ Orchestrate walk-through of entire event with main vendors prior to event

Weddings located more than 40 minutes travel time will require additional fees to cover travel, room & board, and fuel.

## A la carte Services available

- ❖ Ceremony Assistance
- ❖ Planning Rehearsal Dinner
- ❖ Plan activities for out-of-town guests
- ❖ Hotel room block set-up and management
- ❖ Gift bag/bag assembly
- ❖ Planning/Coordinating "Day after" brunch
- ❖ Additional hours on wedding day