



Full Service Wedding Planning Package

*"A comprehensive wedding package for the couple who desire personal assistance planning every detail of their signature wedding from concept to execution.
Enjoy a stress-free journey to create your signature wedding!"*

Planning Phase

Includes Month-of Coordination Services in addition to:

Prioritizing your budget:

- ❖ Budget development, prioritization and management

Securing your ideal venue:

- ❖ Location scout for Ceremony & Reception sites that meet budget and stylistic needs— includes venue research, review, coordinate appointments, in-person visits (actual number based on needs) & selection
- ❖ Contract review & negotiation

Pairing you with and securing the right team of vendors:

- ❖ Identify professional vendors within each category, based on your budget and stylistic needs
- ❖ Verify vendor availability and pre-negotiate signature value they can provide
- ❖ Pull customized proposals, as needed
- ❖ Arrange and attend vendor meeting(s) (actual number based on needs)
- ❖ Contract review & negotiation
- ❖ Vendor payment schedule & alerts

Creating your signature wedding design & details:

- ❖ Wedding design inspiration presentation to determine wedding design direction (explores design looks & feels)
- ❖ Final inspiration board for Client's approval
- ❖ Attendance at preliminary floral design meeting(s)
- ❖ Recommendations and guidance on rental & design vendors
- ❖ Pull customized proposals
- ❖ Attend design vendor preliminary/planning meetings (actual number based on needs)
- ❖ On-going exchange of décor ideas and signature details
- ❖ Ensure design cohesiveness; assist with: linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
- ❖ Logistics planning; on-site visits
- ❖ Coordinate Design Sample Meeting with vendors to finalize design & tabletop details

Assistance with additional planning services (optional):

- ❖ Planning, assembling and delivering of guest welcome bags
- ❖ Coordinate transportation arrangements & itinerary
- ❖ Coordinate driving directions & maps
- ❖ Coordinate hotel accommodations
- ❖ Plan and/or execute Rehearsal Dinner / Brunch

**Actual price dependant upon customized package, location,
number of guests, event details and staff needed.**

ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.

CONTACT US TODAY FOR A COMPLIMENTARY

CONSULTATION. Tel. 571.206.0465 | Fax. 833.224.2141

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Month-Of (AKA Day-Of) Coordination Package

"For the couple who has planned their wedding, but desire professional coordination and execution of their signature day. Relax and enjoy your celebration...leave the details to us!"

Planning Phase

Creating your wedding day blueprint:

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Wedding Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

Coordinating the logistics and details:

- ❖ Ceremony and Reception site walk-thru (Client secures location(s))
- ❖ Floor plan assistance
- ❖ Assist in planning Ceremony flow & formation

Coordinating the details with your contracted vendors:

- ❖ Review vendor contracts (Client secures vendors)
- ❖ Coordinate logistics with venue & vendors
- ❖ Distribute & review approved Event Timeline and Production Schedule with vendors
- ❖ Final vendor confirmations

Providing on-going professional guidance:

- ❖ On-going communication
- ❖ On-going etiquette advice

Execution Phase

Coordinating your Rehearsal:

- ❖ Orchestrate Ceremony Rehearsal (or support church coordinator)
- ❖ Distribute and review Event Timeline with Wedding Party
- ❖ Review/deliver personal items

Coordinating and executing your wedding day:

- ❖ Oversee set up of Ceremony and Reception site(s)
- ❖ Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- ❖ Distribute personal flowers
- ❖ Coordinate & execute flow of Ceremony & Reception
- ❖ Coordinate Reception formalities
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all Ceremony & Reception items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Assistant Coordinator(s) to be included in customized proposal based on guest count and event details

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