



Partial Planning Package

For the couple who have already begun planning such as, selecting a location, securing some vendors and have a vision - but not quite sure how to bring it all together. We step in and guide you for the remainder of the planning process with budget, design assistance, professional vendor referrals and unlimited professional advice to ensure a stress free planning experience and wedding day.

Pre-Wedding Day Services

- Unlimited contact via phone and email
- Create a planning checklist so nothing is forgotten before the big day
- Production of a detailed timeline and schedule for vendors
- Etiquette guidance
- Review BEO (Banquet Event Order) provided by catering manager
- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal, so nothing is forgotten.

Budget Guidance

- Produce a realistic detailed budget or review budget created by Client, to offer cost-saving tips and to ensure they are on a realistic path

Design

- Guidance to ensure the wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.
- Suggest décor elements

Vendors

- Vendors provided based on budget and style, Client would then take over to contact Vendor to confirm availability and arrange appointments
- Review final contracts before executed

Meetings

- Up to 6 in-person planning meetings: Complimentary Consultation to get a feel for your vision, Venue Walkthrough , Final Details Meeting, Design/Planning meeting. The remaining (3) meetings can be used for additional planning meetings, vendor meetings etc.

Wedding Rehearsal

- Coordinate ceremony rehearsal (up to 2 hours max)
- Collect décor to set-up on the wedding day (based of Packing Checklist)
- Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & makeup etc.)
- Collect final payments for vendors
- Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day

- *Team: For guest counts up to 150. Additional assistant required for 150 or more guests and multiple locations o Deanna Tat as lead coordinator and One assistant coordinator*
- *Unlimited time (beginning with vendor arrival) on the day of the event, complete wedding day coordination from set-up to tear down*

- Manage the flow and timing of the entire day
- Act as a liaison between wedding party, family members, and vendors
- Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situation or emergencies

Ceremony

- Distribute bouquets and pin flowers on attendants
 - Direct photographer, videographer, musicians, rentals, florist, etc of where to set-up
 - Greet vendors and oversee set-up of ceremony to make sure all commitments are fulfilled
 - Distribute final payments and gratuities as needed
 - Transport gifts and personal belongings to on-site hotel room or designated person or car
 - Set-up of all ceremony décor not handled by a specific vendor (i.e. guestbook, unity candles, programs, pictures, etc.)
 - Cue band/DJ for entrance of processional & Brides entrance
 - Direct Ushers with program and seating distribution
 - Line up and cue wedding party for ceremony
 - Ensure that the marriage license is signed & wedding rings are present
 - Collect all personal wedding items and gifts and deliver to reception site or designated person
- Reception*

- Set-up of all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort and place card, gifts, table design, etc)
- Manage vendor set-up of reception and make sure all commitments are fulfilled
- Bustle wedding gown
- Line up and cue Bride, Groom and wedding party for Grand Entrance
- Assist band or DJ in cueing important events (i.e. grand entrance, cake cutting, bouquet toss, dances, etc.)
- Cue Bride and Groom for all important events

- Maintain & coordinate timeline for all events during reception*
- Stay in communication with banquet staff to ensure things are going smoothly*

Fiestco Events.