



## Wedding Planning Services

### **The Eclectic Experience**

The Eclectic Experience is for those who have prepared most of their wedding day plans and need assistance bringing everything together to facilitate their perfect wedding. Most commonly referred to as "Day-of" Coordination.

- 1 personalized consultations during the two months prior to your wedding day
- 1st Meeting; Review of contracts, wedding elements and discussion of items still outstanding
- Unlimited consultation via email and telephone; available at the start of services being retained and continued until the day of your wedding
- Development of timeline of the days activities
- One site visit at least two weeks prior to your wedding
- Communication with service vendors two weeks prior to your wedding (to include setup/teardown timelines)
- Confirmation of all vendors (each vendor is called personally to discuss all elements of their services including their time-line for set up and teardown)
- Distribution of client approved timeline to all vendors week prior to event
- Communication with banquet staff regarding event details, floor plan, set up time etc
- Set up of all personal items such as escort cards, programs, menus, favors, etc.
- Communicate with musicians/Disc Jockey on timeline for formalities (first dance, cake cutting, etc)
- Distribution of final payments and gratuities to vendors
- One Event Coordinator on your wedding day \*Additional assistant may be required depending on venue, large wedding (100+ guests) and multiple location weddings.

Please contact Erin Grace Weddings for a full package description.

## Thee Graceful Experience

Thee Graceful Experience is for those who are in need of direction and design assistance for their big day. This Experience includes accompanied, personalized assistance throughout the entire planning of their big day and typically starts between 12–6 months prior to your wedding day. Includes everything in Thee Eclectic Experience.

- Discussion of Event Design and Goals, Creation of 3 vision boards incorporating inspirations
- Customized Budget for all elements of your wedding
- Customized month-to-month timeline
- Unlimited Consultation via email and telephone; available at the start of services being retained and continued until the day of your wedding
- Assistance with Bridal Gown selection
- Vendor referrals based on Event Design and Budget
- Two full days of vendor appointments in all categories i.e. floral, photography, venue etc.
- Contract and Price Negotiation with all vendors
- Attendance at Menu Selection and Cake Tasting
- Assistance with save the dates invitations, programs, menus etc.
- Development of timeline of the day's activities
- Etiquette Advice
- Communication with service vendors two weeks prior to your wedding (to include setup/teardown timelines)
- Confirmation of all vendors (each vendor is called personally to discuss all elements of their services including their time-line for set up and teardown)
- Distribution of client approved timeline to all vendors week prior to event
- Coordination of ceremony rehearsal with officiant, bridal party and family (2 hours maximum)
- Communication with banquet staff regarding event details, floor plan, set up time etc
- Instruction of seating arrangements and program distribution at ceremony
- Set up of all personal items such as escort cards, programs, menus, favors, etc
- Communicate with musicians/Disc Jockey on timeline for formalities (first dance, cake cutting, etc)
- Assistance with marriage license
- Distribution of final payments and gratuities to vendors
- One to Two Assistant(s) in addition to your Event Coordinator on your wedding day \*Additional assistant may be required depending on venue, large wedding and multiple location weddings.

## Thee Effervescent Experience

Thee Effervescent Experience is for the couple who wishes to allow the Design Team at Erin Grace Weddings to fully Design their Event from beginning to end. This Experience typically includes creating a Theme, establishing the Décor Style and the Coordination and facilitation of an amazing wedding for their big day. Includes everything in Thee Eclectic Experience & Thee Graceful Experience.

- Five Personalized Consultations (face to face)
- Discussion of Event Design, Goals and Budget Creation of 3 vision boards incorporating inspirations
- Customized Budget for all elements of your wedding
- Unlimited Consultation via email and telephone; available at the start of services being retained and continued until the day of your wedding
- Assistance with Bridal Gown selection
- Vendor referrals based on Event Design and Budget
- Two full days of vendor appointments in all categories i.e. floral, photography, venue etc.
- Assistance with Venue Selection
- Contract and Price Negotiation with all vendors
- Placement of any rental orders i.e. Fine Linens, Lounge Furniture etc.
- Attendance at Menu Selection and Cake Tasting
- Assistance with save the dates invitations, programs, menus etc.
- Development of timeline of the days activities
- Etiquette Advice
- Communication with service vendors two weeks prior to your wedding (to include setup/teardown timelines)
- Confirmation of all vendors (each vendor is called personally to discuss all elements of their services including their time-line for set up and teardown)
- Distribution of client approved timeline to all vendors week prior to event
- Coordination of ceremony rehearsal with officiant, bridal party and family (2 hours maximum)
- Communication with banquet staff regarding event details, floor plan, set up time etc
- Instruction of seating arrangements and program distribution at ceremony
- Set up of all personal items such as escort cards, programs, menus, favors, etc
- Communicate with musicians/Disc Jockey on timeline for formalities (first dance, cake cutting, etc)
- Assistance with marriage license
- Distribution of final payments and gratuities to vendors
- Two Assistants in addition to your Event Coordinator on your wedding day \*Additional assistant may be required depending on venue, large wedding and multiple location weddings.