



Services	Day of Coordination	Partial Planning	Full Planning
Coordination Time on Wedding Day	10 Hours	12 Hours	Full Rental Time
Coordination Meetings via in person, zoom, facetime, phone calls, etc.	3	5	Unlimited
Attendance to (#) of Vendor Meetings of Clients Choice at Planner's Availability	0	2	Unlimited
Assistance with Selection of Vendors - Research & Contract Negotiations	0	2	Unlimited
Vendor Management (Arrival, Departure, Responsibilities, etc.) on Wedding Day	X	X	X
Guide to getting & completing your Marriage License	X	X	X
Reference to Ordained Minister	X	X	X
Monthly Check-In Emails	X	X	X
Additional Assistant(s) present as needed*	X	X	X
Access to Preferred Vendor List with Exclusive Discounts		X	X
Day of			
Full Ceremony & Reception Coordination	X	X	X
Vendor Management (Arrival, Departure, Responsibilities, etc.) on Wedding Day	X	X	X
Management of Setup & Cleanup	X	X	X
Planner will be main contact for all questions and vendors on Wedding Day	X	X	X
Distribution of Gratuities & any final payments	X	X	X
Packing up of the Getaway Car (Luggage, Bags, Gifts, ToGo Boxes, Treats, etc.)	X	X	X
Gathering of items at the end of the Wedding Day in designated car to be given to bride and groom	X	X	X
Week of			
1 hour Rehearsal	X	X	X
Confirm Arrival & Departure Times with Vendors	X	X	X
Final Vendor Confirmation 1 week prior to the Wedding Day	X	X	X
Pre Wedding 1 Month			
Answer any final questions + necessities for vendors prior to Wedding Day	X	X	X
Finalized Timeline	X	X	X
Distribution & Confirmation via email including the Final Timeline, Vendor List, Floor Plan + any additional information to Vendors + Couple 4 weeks prior to the Wedding Day	X	X	X
Assistance in creating Ceremony and/or Reception Programs if applicable		X	X
Creation of Aisle Sheet for Processional / Recessional		X	X
Customized Detailed Photo List for Photographer			X
Planner has ability to pick up any small decor needed for Wedding Day from Client			X
Pre Wedding 6+ Months			
Access to Planning Portal with Budgeting, Timeline, Floorplan, Guest List, Contacts, etc.		X	X
Full Contact with Planner throughout the entire Planning Process		X	X
Assistance with Event Design & Style (Decoration, Color Scheme, etc.)		X	X
Customized Detailed Timeline		X	X
Customized Wedding Planning Checklist		X	X
Customized Calendar with personalized "Deadline" dates		X	X
Customized Detailed Floor Plan		X	X
Guided Venue Tours			X
Booking of Appointments / Meetings with Vendors			X
Budget Management and Maintenance			X
Average Investment*	\$1,150	\$2,200	\$3,450

*depending on guest count