

WILLMUS WEDDINGS

FULL SERVICE WEDDING PLANNING

****OUR MOST POPULAR PACKAGE!***

FOR THE COUPLE THAT NEEDS HELP FROM START TO FINISH.

WE WILL TAKE CARE OF EVERYTHING FROM VENUE AND VENDOR SELECTION TO BUDGET MANAGEMENT.

PRIOR TO THE WEDDING

- PLANNING STARTS AFTER THE PROPOSAL WITH INITIAL BRIDE & GROOM MEETING TO GO OVER WEDDING DETAILS, LOGISTICS & IDEAS
- UNLIMITED EMAIL & PHONE GUIDANCE
- FIND PERFECT VENUE ACCORDING TO BUDGET & ATTEND MULTIPLE SITE TOURS
- ASSIST IN BOOKING & MANAGING ALL VENDORS THROUGHOUT ENTIRE PLANNING PROCESS
- ATTEND MULTIPLE VENDOR MEETINGS, REVIEW/FINALIZE VENDOR CONTRACTS, AGREEMENTS & PROPOSALS
- PROVIDE WEDDING PLANNING DOCUMENTS: WEDDING ITEMS CHECK LIST, PLANNING CALENDAR TO DO LIST & BUDGET WORKSHEET
- CREATION & DISTRIBUTION OF DETAILED WEDDING DAY TIMELINE, CONTACT LIST & DIAGRAM FOR VENDORS & WEDDING PARTY
- CONFIRMATION OF CONTRACT, SCHEDULE & BALANCES WITH VENDORS PRIOR TO WEDDING
- FINAL WALK THROUGH WITH VENDORS ONE MONTH PRIOR TO WEDDING
- ORGANIZE & ORCHESTRATE WEDDING REHEARSAL

WEDDING DAY

- COORDINATE WITH ALL VENDORS + WEDDING PARTY BEFORE & DURING CEREMONY/RECEPTION TO ENSURE EVERYONE IS ON SCHEDULE
- MANAGE VENDORS AND DECOR SET-UP AT CEREMONY & RECEPTION SITE
- ORGANIZE & PLACE ALL CEREMONY/RECEPTION ITEMS (GUESTBOOK, SIGNS, PHOTOS, PLACECARDS, MENUS, FAVORS, ETC).
- PROVIDE EMERGENCY KIT & BE THE "GO-TO" PERSON FOR ANY ISSUES THAT MAY ARISE.
- FACILITATE WEDDING CEREMONY: LINE UP WEDDING PARTY FOR PROCESSIONAL, DIRECT DOWN AISLE & CUE DJ/MUSICIANS
- OVERSEE GIFT & SIGN-IN TABLE
- PREP WEDDING PARTY FOR GRAND ENTRANCE
- HANDLE LATE-ARRIVAL OR NON-RSVP GUESTS
- DISTRIBUTE VENDOR PAYMENTS & GRATUITIES (AS NEEDED)
- MAKE SURE ALL VENDORS ARE OUT AT A CERTAIN TIME.
- AFTER RECEPTION: BOX ALL ITEMS FOR COUPLE & ENSURE END OF EVENT ARRANGEMENTS ARE MADE.
- UP TO 10 HOURS OF ONSITE MANAGEMENT THE DAY OF WEDDING.

PRICE: \$5995

-> SEE NEXT PAGE FOR PARTIAL PLANNING

THIS PACKAGE CAN BE CUSTOMIZED TO SUIT YOUR NEEDS.

([CONTACT US](#) FOR MORE DETAILS)



*WILLMUS WEDDINGS IS HAPPY TO SERVICE SD, OC AND LA COUNTIES.
PLEASE NOTE THAT TRAVEL FEES ARE ADDED TO ANY PACKAGE BOOKED OUTSIDE OF SD COUNTY.

WILLMUS WEDDINGS

PARTIAL WEDDING PLANNING

FOR THE RECENTLY ENGAGED COUPLE THAT HAS NAILED DOWN SOME VENDORS AND MADE SOME OF THE MAJOR CHOICES, BUT REQUIRE A PLANNER'S GUIDANCE AND EXPERTISE.

PRIOR TO THE WEDDING

- INITIAL BRIDE & GROOM MEETING TO GO OVER WEDDING DETAILS, LOGISTICS & IDEAS
- UNLIMITED EMAIL & PHONE GUIDANCE
- ASSIST IN BOOKING 3 VENDORS
 - *RESEARCH & SOURCE VENDORS
 - *SCHEDULE & ATTEND MULTIPLE MEETINGS PRIOR TO BOOKING
 - *REVIEW/FINALIZE VENDOR CONTRACTS, AGREEMENTS & PROPOSALS
 - *ADDITIONAL VENDORS: PLEASE INQUIRE
- PROVIDE WEDDING PLANNING DOCUMENTS: WEDDING ITEMS CHECK LIST, PLANNING CALENDAR TO DO LIST & BUDGET WORKSHEET
- CREATION & DISTRIBUTION OF DETAILED WEDDING DAY TIMELINE, CONTACT LIST & DIAGRAM FOR VENDORS & WEDDING PARTY
- CONFIRMATION OF CONTRACT, SCHEDULE & BALANCES WITH VENDORS PRIOR TO WEDDING
- FINAL WALK THROUGH WITH VENDORS ONE MONTH PRIOR TO WEDDING
- ORGANIZE & ORCHESTRATE WEDDING REHEARSAL

WEDDING DAY

- COORDINATE WITH ALL VENDORS + WEDDING PARTY BEFORE & DURING CEREMONY/RECEPTION TO ENSURE EVERYONE IS ON SCHEDULE
- MANAGE VENDORS AND DECOR SET-UP AT CEREMONY & RECEPTION SITE
- ORGANIZE & PLACE ALL CEREMONY/RECEPTION ITEMS (GUESTBOOK, SIGNS, PHOTOS, PLACECARDS, MENUS, FAVORS, ETC).
- PROVIDE EMERGENCY KIT & BE THE "GO-TO" PERSON FOR ANY ISSUES THAT MAY ARISE.
- FACILITATE WEDDING CEREMONY: LINE UP WEDDING PARTY FOR PROCESSIONAL, DIRECT DOWN AISLE & CUE DJ/MUSICIANS
- OVERSEE GIFT & SIGN-IN TABLE
- PREP WEDDING PARTY FOR GRAND ENTRANCE
- HANDLE LATE-ARRIVAL OR NON-RSVP GUESTS
- DISTRIBUTE VENDOR PAYMENTS & GRATUITIES (AS NEEDED)
- MAKE SURE ALL VENDORS ARE OUT AT A CERTAIN TIME.
- AFTER RECEPTION: BOX ALL ITEMS FOR COUPLE & ENSURE END OF EVENT ARRANGEMENTS ARE MADE.
- UP TO 10 HOURS OF ONSITE MANAGEMENT THE DAY OF WEDDING.

PRICE: \$4595

->SEE NEXT PAGE FOR MONTH/DAY OF COORDINATION

THIS PACKAGE CAN BE CUSTOMIZED TO SUIT YOUR NEEDS.

([CONTACT US](#) FOR MORE DETAILS)



WILLMUS WEDDINGS

MONTH/DAY OF COORDINATION

you've Done almost everything, BUT need someone TO HELP Finalize every Detail and make sure ALL your HARD WORK IS PERFECTLY executed ON your BIG Day.

PRIOR TO THE WEDDING

- INITIAL meeting WITH BRIDE & GROOM TO GO over WEDDING DETAILS, LOGISTICS & IDEAS
- COORDINATOR Takes over FINAL PLANNING Tasks 6 WEEKS PRIOR TO WEDDING
- UNLIMITED EMAIL & PHONE GUIDANCE
- VENDOR REFERRAL LIST
- PROVIDE WEDDING PLANNING DOCUMENTS: WEDDING ITEMS CHECK LIST, PLANNING CALENDAR TO DO LIST & BUDGET WORKSHEET
- CREATION & DISTRIBUTION OF DETAILED WEDDING DAY TIMELINE, CONTACT LIST & DIAGRAM FOR VENDORS & WEDDING PARTY
- CONFIRMATION OF CONTRACT, SCHEDULE & BALANCES WITH VENDORS PRIOR TO WEDDING
- FINAL WALK THROUGH WITH VENDORS one MONTH PRIOR TO WEDDING
- ORGANIZE & ORCHESTRATE WEDDING REHEARSAL

WEDDING DAY

- COORDINATE WITH ALL VENDORS + WEDDING PARTY BEFORE & DURING CEREMONY/ RECEPTION TO ensure everyone IS ON SCHEDULE
- MANAGE VENDORS AND DECOR SET-UP AT CEREMONY & RECEPTION SITE
- ORGANIZE & PLACE ALL CEREMONY/ RECEPTION ITEMS (GUESTBOOK, SIGNS, PHOTOS, PLACECARDS, MENUS, FAVORS, ETC).
- PROVIDE EMERGENCY KIT & BE THE "GO-TO" PERSON FOR any ISSUES THAT may arise.
- FACILITATE WEDDING CEREMONY: LINE UP WEDDING PARTY FOR PROCESSIONAL, DIRECT DOWN AISLE & CUE DJ/MUSICIANS
- OVERSEE GIFT & SIGN-IN TABLE
- PREP WEDDING PARTY FOR GRAND ENTRANCE
- HANDLE LATE-ARRIVAL OR NON-RSVP GUESTS
- DISTRIBUTE VENDOR PAYMENTS & GRATUITIES (AS NEEDED)
- MAKE SURE ALL VENDORS are OUT at a certain time.
- AFTER RECEPTION: BOX ALL ITEMS FOR COUPLE & ENSURE END OF EVENT ARRANGEMENTS ARE MADE.
- UP TO 10 HOURS OF onsite management THE DAY OF WEDDING.

PRICE: \$3195

THIS PACKAGE CAN BE CUSTOMIZED TO SUIT YOUR NEEDS.

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WILLMUS WEDDINGS

DESIGN PLANNING

*we WILL ASSIST you in conceptualizing your wedding colors and decor.
Each element will be personalized to your style and taste as a couple*

-ASSIST in overall event
Design/Decor/COLOR Scheme

-create custom Design BOARDS for:
ceremony decor
reception decor
TABLE + FLORAL Design
GUESTBOOK
FAVOR Ideas, etc.

-ASSIST in BOOKING FLORIST & rentals

-source ALL wedding items & set-up



Price: \$2395

***\$1995 WITH MONTH OF OR PARTIAL PLANNING**

***\$1895 WITH FULL SERVICE PLANNING**

THIS PACKAGE CAN BE CUSTOMIZED TO SUIT YOUR NEEDS

A La Carte Services

DAY OF BRIDAL ASSISTANT • **\$500+**

ENGAGEMENT PARTY COORDINATION • **\$600+**

BRIDAL SHOWER COORDINATION • **\$600+**

REHEARSAL DINNER COORDINATION • **\$600+**

FAREWELL BRUNCH COORDINATION • **\$600+**

HONEYMOON COORDINATION • **\$600+**

BACHELOR/BACHELORETTE PARTY PLANNING • **\$600+**

WEDDING WEBSITE CREATION • **\$450**

RSVP MANAGEMENT • **\$400**

ADDRESSING + MAILING: SAVE THE DATES + WEDDING INVITATIONS
\$2.00 PER INVITE

WEDDING FAVOR ASSEMBLY • **\$1.25 PER FAVOR**

WOMEN + MEN RESTROOM BASKETS • **\$125**

BRIDESMAIDS & GROOMSMEN GIFT BAGS • **CUSTOM PRICE**

WELCOME GIFT BAGS FOR YOUR GUESTS • **CUSTOM PRICE**

