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“The Oceana Rose” – Full Service Planning, Consulting, and Coordination

Dialogue for planning starts at the implementation of signing a service contract to conception (unlimited emails, texts and telephone calls);

The advocate who works on your behalf to get the best services, quality and cost;

Be an independent third party problem solver who is not embroiled in family situations or emotional decisions;

The point person/liaison with all vendors during the planning process and on your event day

Keep you on track for all planning and sending “TO DO” lists along the way;

Budget Monitoring: An Excel spreadsheet will be prepared to keep track of all that is spent as the planning progresses. This is a good tool to keep track of the event budget;

Research, recommend and consult on location vision for your event;

Consultation on the best method to keep all guests informed of the details of your special event (i.e. website, save the date, organization of master guest list);

Research all vendors needed for wedding event based on budget for each;

Research all aspects of your event; i.e. theme, color scheme, floral, décor;

Consultation/Recommendations on all vendors/planning leading up to the wedding day. This will include scheduling appointments, as well as being part of vendor meetings.

Negotiations with vendors on additions and cost for chosen packages;

Discounts may apply to our preferred vendors;

Invitation: Recommend a vendor in your event budget category, consult on invitation etiquette, consult on all aspects of invitation and event stationery needs, for example, ceremonial programs, escort cards, menu cards, welcome letters, etc.;

Transportation: Research and secure all vehicles (bus, limo, van, etc.). Be the liaison for all transportation logistics, which will include coordination of all transportation for the guests as well as the VIPS of the day;

Consult on all floral, décor and any rental needs for your special day;

Music/Entertainment: Consult and work on all different aspects of music for ceremony, cocktail hour and dinner reception;

Food, wine and liquor service: Consult and coordinate all that is needed for the event;

Coordination of hotel block(s) for your event. This will include being the liaison for your hotel block(s), management of the block(s) as the planning progresses and into the final days;

Makeup/Hair Stylists: Research, recommend and work with chosen stylists to coordinate the timeline of wedding day prep;

Research and secure wedding evening romantic hotel stay;

Recommend bridal attire salons for Bride and her special ladies;

Recommend and consult on Groom's attire and his special men;

Recommend and consult on wedding jewelry and special gifts;

Recommend travel agent to secure honeymoon. If travel is delayed, recommendations of mini-moon stays;

Organize and coordinate parties associated with wedding event (rehearsal dinner, post nuptial brunch, etc.)

Consult on all etiquette needs for special day;

Consultation on all ceremonial needs: recommendation of officiant, etiquette of ceremony, music, and readings;

Guidance with marriage license details;

Questionnaires provided for ceremony and reception details in preparation for final meetings with vendors;

Preparation for final vendor meetings;

All final stage details, which include meetings with vendors to finalize the event day. For example, final meeting with the venue/caterer to choose your menu and details for the wedding event; floral sample meeting to be sure that what you expect will be delivered; music detail final meeting;

Consult regarding bridal participant timeline for the VIPs of the day;

Timeline of the Wedding Day which will include from the beginning of the day to the end and a vendor contact list for all those who will service your event day;

Suggested gratuity list and envelopes for those who will service you for the event day as well as distribute the envelopes to those vendors;

Final payments for all vendors: reminder and preparation you for final payments due before the wedding event;

Confirmation of all vendors in the final weeks of the wedding planning;

Preparation and consultation for rehearsal as well as coordination of rehearsal;

Attend rehearsal and take proper notes to ensure wedding party is properly lined up for the procession;

Coordination of hair and makeup for Bride and her special ladies;

All wedding apparel for the Bride, Groom and bridal participants to be steamed;

Ensure all bridal participants' personal belongings are packed and moved after wedding day prep;

Be sure all VIPs are picture perfect for ceremony;

Oversee the set-up for ceremony, cocktail hour, and reception. Any ideas, visions, specialty items that you may have for this will be implemented;

Ensure personal and event floral meets client's expectations as well as ensure the ceremony site is properly decorated and set up;

Assist with floor plans and/or placement of tables;

Day of direction from the beginning to the end of the wedding event;

Greet your guests and assist them with any questions that may arise;

Staff will work with photographer to aid him/her in gathering people for photos;

Oversee your escort card/board set up;

Staff will assist guests to ensure they know where they are seated in ballroom;

See that all vendors have arrived and assist with any problems or questions they may have;

Gather all personal items at the end of the event so that nothing is left behind;

Ensure the departure of Bride and Groom from event location;

Be prepared for an emergency that may arise, anticipate and solve problems without the Bride, Groom or VIPs being involved;

“The Garden Rose” – Focused Planning and Coordination

This package will help the couples that want to plan their big day themselves but just need guidance in the planning process. After date, location, and possibly some vendors are chosen, focused planning to embark and Weddings By Debra to consult and direct from that moment on.

“The Sweetheart Rose”- Wedding Day Coordination

Communication/Consultation/Recommendations via email, telephone and text leading up to the event day;

The advocate who works on your behalf to get the best services, quality and cost;

Be an independent third party problem solver who is not embroiled in family situations or emotional decisions;

The point person/liaison with all vendors for your special day;

Coordination of hotel block(s) for the event. This will include being the liaison for your hotel block;

Be the liaison for all transportation logistics, which will include coordination of all transportation for the guests as well as the VIPS of the day;

Timeline of the Wedding Day which will include from the beginning of the day to the end and a vendor contact list for all those who will service your event day;

Consult regarding bridal participant timeline for the VIPs of the day;

Consultation on all ceremonial needs: recommendation of officiant, etiquette of ceremony, music and readings;

Suggested gratuity list and envelopes for those who will service you for the event day as well as distribute the envelopes to those vendors;

Final payments for all vendors: remind and prepare you for final payments due before the wedding event;

Confirmation of all vendors in the final weeks of the wedding planning;

Guidance with marriage license details;

Questionnaires provided for ceremony and reception details in preparation for final meetings with vendors and event day;

Preparation and consultation for rehearsal as well as coordination of rehearsal;

All final stage details, which include meetings with vendors to finalize the event day. For example, final meeting with the venue/caterer to choose your menu and details for the wedding event; floral sample meeting to be sure that what you expect will be delivered; music detail final meeting;

Attend rehearsal and take proper notes to ensure wedding party is properly lined up for the procession;

Coordination of hair and makeup for Bride and her special ladies;

All wedding apparel for the Bride, Groom and bridal participants to be steamed;

Ensure all bridal participants' personal belongings are packed and moved after wedding day prep;

Be sure all VIPS are picture perfect for ceremony;

Oversee the set-up and items for ceremony, cocktail hour, and reception. Any ideas or visions that you may have for this will be implemented;

Ensure personal and event floral meets client's expectations as well as ensure the ceremony site is properly decorated and set up;

See that all vendors have arrived and assist with any problems or questions they may have;

Day of direction from the beginning to the end of the wedding day;

Greet your guests and assist them with any questions that may arise;

Staff will work with photographer to aid him/her in gathering guests for photos;

Oversee your escort card/board set up;

Staff will assist guests in this process to ensure they know where they are seated in ballroom;

Gather all your personal items at the end of reception so that nothing is left behind;

Ensure the departure of Bride and Groom for event location;

Be prepared for any emergency that may arise, anticipate and solve problems without the Bride, Groom or VIPS being involved;

“Dream Rose” – The Planner Couple

Communication/Consultation/Recommendations via email, telephone and text leading up to the event day;

The advocate who works on your behalf for the event day;

Be an independent third party problem solver who is not embroiled in family situations or emotional decisions;

The point person/liaison with all vendors for your special day;

Coordination of hotel block(s) for the event. This will include being the liaison for your hotel block;

Be the liaison for all transportation logistics, which will include coordination of all transportation for the guests as well as the VIPS of the day;

Questionnaires provided for ceremony and reception details in preparation for all meetings with vendors and event day timeline;

Timeline of the Wedding Day which will include from the beginning of the day to the end and a vendor contact list for all those who will service your event day;

Consult regarding bridal participant timeline for the VIPs of the day;

Guidance with etiquette of ceremony, music and readings, marriage license;

Suggested gratuity list and envelopes for those who will service you for the event day as well as distribute the envelopes to those vendors;

In final stages, attendance at the menu/detail meeting with venue/caterer to ensure all is in place. For floral sample meeting, photos of centerpiece can be given to producers to ensure this is what is to be expected, attendance at this meeting is not included;

For the final music detail meeting, this is a meeting that is not included BUT this meeting can be done via conference call which the producer can be part of this meeting;

Confirmation of all vendors in the final weeks, confirm details as per your expectations;

Preparation and consultation for wedding ceremony;

Attend ceremony rehearsal and take proper notes to ensure wedding party is properly lined up for the procession;

Coordination of hair and makeup for Bride and her special ladies;

All wedding apparel for the Bride, Groom and bridal participants to be steamed;

Ensure all bridal participants personal belongings are packed and moved after wedding day prep;

Ensure the Groom and his Groomsmen and VIPs are picture perfect and are on time for ceremony and the arrival of guests;

Ensure personal and event floral meets client's expectations as well as ensure the ceremony site is properly decorated;

Be sure all VIPS are picture perfect for ceremony;

Make sure the procession will be precisely lined up without confusion, will time and direct procession, make sure receiving line will be organized;

Give special attention to the Bride before she walks down the aisle so she is the most beautiful BRIDE ever;

Oversee the set-up and items for ceremony, cocktail hour, and reception. Any ideas or visions that you may have for this will be implemented;

See that all vendors have arrived and assist with any problems or questions they may have;

Day of direction from the beginning to the end of the wedding day;

Greet your guests and assist them with any questions that may arise;

Staff will work with photographer to aid him/her in gathering guests for photos;

Staff will assist guests to ensure they know where they are seated in ballroom;

Gather all your personal items at the end of reception so that nothing is left behind;

Ensure the departure of Bride and Groom from event location;

Be prepared for any emergency that may arise, anticipate and solve problems without the Bride, Groom or VIPS being involved;

“Dress Rose” – Preservation of Wedding Gown

At Weddings By Debra we offer a wedding gown preservation service. A certified wedding gown specialist will inspect your gown for stains, yellowing, or any kind of damage. The gown will then be properly cleaned, pressed and packaged for a lifetime of preservation.

Below are the steps that will be taken to have your wedding gown cleaned and preserved:

1. The wedding gown is to be brought to Weddings by Debra’s office with payment
2. You will need to choose from the following clean/preserve options for your gown:

- Spot Only
- Press Only
- Preserve Only
- Clean Only
- Clean/Press
- Clean/Preserve

3. The wedding gown will be shipped directly to your home once the service is complete

“Tea Cup Rose” – We offer a wide variety of services on a-la-carte basis

Coordination of the following:

Rehearsal Dinner

After Party

Brunch

Order and set up wedding day prep food

Repurpose event floral for post-event brunch

Provide hands-on service for all stationery needs which includes:

- Ambassador for invitation assembly, mailing, and RSVP keeper
- Assembly of any stationary items

For all wedding packages, there will be an addition of staff members who will be assigned different tasks for the wedding weekend. The number of assistants will be determined closer to the event weekend. For example, one assistant will start her work day with groom and groomsmen, groom's family; one assistant will start her work day preparing for ceremony; and a third may be added for transportation to ensure all VIPS and guests will get from Point A to Point B; and of course me who will start with you.

All travel, staffing and lodging for your event is inclusive;

CHOSEN PACKAGE: _____

COST: _____

***10% military, medical, police, and fire fighter discount offered**

Additional services not reflected within package descriptions. Please use the below section for services you may wish to add

[illegible]