

FULL SERVICE WEDDING PLANNING

25-50 Guests: \$1,100

51-150 Guests: \$1,900

151 and up: \$3,300

Luxury level of service which encompass all facets of wedding planning which includes Production and hands- on management. Diamond has been meticulously crafted for the bride, groom and their families who wish to truly enjoy every moments of this exciting time. Diamond is for couples with the knowledge that a professional planner is seamlessly orchestrating all the minute details of the event. This level of service includes over 500 hours devoted to your special day. Your extraordinary wedding celebration will be personally developed and coordinated by the Lead Wedding Planner, Rhian Ward-Moody.

- Unlimited phone calls (within normal business hours)
- Unlimited hours on-site Wedding or event Day Direction
- Customized service to include total wedding design concept; décor
- Emerald Event Design Services
- Included a Staff of 9 to assist you on your wedding day
- Assistance with locating appropriate venues for all wedding related activities
- Hand- Picked qualified vendors to Provide Needed Services for your Event
- Scheduling appointments and Meeting with Contracted Vendors
- Wedding contract or Service agreement Review; Negotiation
- Attendance at Meetings with Contracted Vendors
- Detailed follow up with Vendors Service Providers during the planning process
- Assist Bride with location her wedding gown; Bridesmaid to locate their wedding attire
- Attendance; Participation at menu tasting with selected cater
- Attendance at Initial/ Final Sessions with Selected Cater, Ceremony/ reception Site Managers
- Accompanying the bride on her visits to the bridal salon for gown fittings
- Travel Planning for out of town guests included
- Transportation logistics and management for the wedding and all related activities
- Recommendation for ceremony; reception music entertainment
- Attendance; participation at meeting with selected Florist other than Floral Division
- Assistance with obtaining lodging for out of town wedding guests
- Coordination of Flights for the out town guests to their destination
- Design development for pre-wedding parties and events
- Design development, Assistance and advice with the wedding stationary
- Mailing of wedding invitations
- One initial consultation with a fashion stylist in regards to wedding

attire/selection

- One initial Consultation with a makeup artist (service is for the Bride only)
- Restroom attendant at selected reception (if not already provided by site)
- Rehearsal luncheon/dinner development with onsite coordination
- Detailed wedding checklist; itinerary during the course of the planning process
- Regular wedding planning meetings as needed (in person or via teleconference)
- Ongoing etiquette advisement
- Email access to consultant
- Hiring off duty police officers for VIP or home security during the wedding
- Hiring licensed nannies to watch children on the wedding day
- Hiring landscapers to plant the wedding site if needed
- Hiring cleaning services and painters to spruce- up the wedding site
- Confirmation of all vendor services 2 weeks prior to the wedding
- Rehearsal direction up to 2 hours
- Return of small wedding related items(i.e. card boxes, cake stands toasting flutes, serving set, candelabra, unity candle)
- Amethyst Wedding Day Service Management
- Provide personalized wedding budget
- Distribute final payments to all professional vendors as needed
- Early arrival to ensure that set up is complete and correct
- Preparation of guest seating chart
- Distribute attendants flowers, bouquets, boutonnières, and throw away bouquet
- Detailed follow up of any delivery of rental items
- Create bridal checklist, timelines of scheduled events for all wedding professional involved in the event
- Cue musicians or music for ceremony
- Helping wedding party and guests who have special needs (i.e. dietary or handicap accessibility)
- Making sure your wedding gown and train is perfect
- Gathering family members/ wedding party for photographs
- Proper placement of guests book, place cards, and wedding favors
- Assist with any dietary needs or special meal requests
- Lining up and cueing the wedding party when it is time to walk down the aisle
- Use of consultants wedding day emergency kit
- Supervise loading your gifts into the designated car
- Make rehearsal dinner arrangements based on theme and location
- We will assemble and mail your “Save the Date Cards” (client responsible for postage)
- Assist in selecting invitations for your wedding or event
- We will assemble and mail your invitations (client responsible for postage)
- Assist in the selection of “Save the Date” cards
- Sunday brunch arrangements
- Contact guest that have not R.S.V.P'd and manage your list

- Plan engagement Party or Reception Dinner for the bride and groom
- Provide bride information on changing her name
- *In addition to your on site lead planner and director, appropriately trained
- assistants will be present to ensure the efficient management of your event. This
- includes a coordinator to assist the bride, groom and wedding party with pre-
- ceremony needs as well as a team to manage the flow of the ceremony site and
- reception venue.

PARTIAL WEDDING PLANNING

25-50 Guests: \$699.00

51-150 Guests: \$985.00

151 and up: \$1,300

Planning Service and management for the engaged couple who hectic lifestyles, demanding work schedules or out of town status are such that they don't have the 250+ hours readily available to pull it together at their wedding and or event. Based on availability, this service may be managed and supervised by Rhian Ward-Moody or one of our qualified assistants

- Assistance with locating appropriate venues for all wedding related activities
- Included a Staff of 7 to assist you on your wedding day.
- Qualified vendor recommendations & referrals
- Budget construction implementation; management throughout the planning process
- Basic décor; design development assistance (to include basic installation as needed)
- Assist Bride with location her wedding gown; Bridesmaid to locate their wedding attire
- Accompanying the bride on her visits to the bridal salon for gown fittings
- Scheduling appointments and meetings with referred and or/ contracted vendors
- Wedding contract or service agreement review and negotiation
- Attendance at selected planning meetings with contracted vendors
- Attendance at initial/ final sessions with selected cater, ceremony/ reception site managers
- Destination Wedding; Honeymoon; Vacation Planning Included
- Travel Planning for out of town guests included
- Transportation on logistics and management for the wedding event
- Advisement; recommendation for ceremony; reception music/ entertainment
- Attendance; participation at one (1) two hour meeting with selected florist
- Assistance with obtaining lodging for out-of-town wedding guest
- Assistance and advice with wedding stationary selection; wording
- Personalized restroom amenity baskets for use at wedding reception

- Rehearsal luncheon/dinner development with (1) hour onsite management provided
- Detailed wedding checklist; itinerary during the course of the planning process
- Up to (6) two-hour planning meeting as needed (in person or via teleconference) which includes vendor meetings
- Ongoing etiquette advisement
- Unlimited phone calls (within normal business hours)
- Confirmation of all vendor services 1 week prior to the wedding or event
- Rehearsal direction (up to 2 hours)
- A selection of goodies and beverages for your wedding night suite

DAY OF COORDINATION

25-50 Guests: \$499.00

51-150 Guests: \$699.00

151 and up: \$985.00

This is not a Planning Service Tier

A perfect option for the DIY Bride who wants to take care of all the preliminary planning on her own; but understands the importance of having a wedding planner on your day to manage, facilitate and take care of all the tiny details....

For all the bride who enjoys DIY projects and the wedding planning process, has all of the vast majority of your vendors in place is now in the final weeks of the wedding process.

TPDEC's services includes but is not limited to working with you as early as three months prior to the wedding day to make sure everything is on schedule and to be your voice on your wedding day.

Wedding Day Services includes:

- Wedding Planner
- 2 Event Planners
- Ceremony and reception timeline created and distributed to all service providers and contracted vendors
- Follow up calls with all vendor to confirm details and directions
- Rehearsal coordination assisting in lining up the wedding party, processional and recession (who walks when)
- This service also includes TPDEC setting up your ceremony and reception space the day of your wedding to perfection
- Suggestions on how to add personal touches to your event
- Event décor DIY project; Advice

- Reception Coordination ensuring all tables are set up to your specifications
- Coordinate with DJ, MC or Band to set timing for Introductions, First Dance,
- Cake Cutting, Bouquet and Garter Toss and according to your desires.
- Making sure your wedding gown and train is perfect
- Make sure all vendors receive final payment as needed and directed
- Wedding Rehearsal Coordination up to 2 hours

Day of Services:

- One (1) hour session of organization time prior to the beginning of your ceremony
- One (1) hour of ceremony coordination
- Five (5) hours coordination of reception includes:
- Early arrival to ensure that set up is complete and correct
- Cue musicians or music for ceremony
- Lining up and cueing the wedding party when it is time to walk down the aisle
- Making sure your wedding gown and train is perfect
- Gathering family members and wedding party for photographs
- Proper placement of guest book, place cards and wedding favors
- Coordination of introduction, first dance, blessing, and toast
- Orchestration of all vendors to ensure flow of the event
- Handling the vendor issues or questions, which may arise

Completion of the evening allowing you to relax and enjoy the entire evening knowing all of your gifts and personal belongings are well cared for

In addition to the ten (10) hours listed above and our one-on-one time the following is provided:

- Rhian and up to two assistants depending on the size of the wedding and location
- Review and design a detailed wedding timeline
- Contact vendors and confirm services, timeline and directions
- Finalize and confirm transportation arrangements
- Review guest count, floor plans and seating arrangements with the catering manager
- Use of TPDEC's wedding day emergency kit
- Vendor & Wedding Professional confirmation of details
- Up to 15 hours Day of personal wedding management beginning from arrival to your getting ready location to your send off at the end of your event
- Unlimited use of wedding day emergency kit
- Unlimited use of 2 amenities baskets ladies and gents
- Light continental bridal breakfast kit for wedding party (bottled water fruit, bagels, apple or orange juice)
- Review and design a detailed wedding timeline
- Contact vendors and confirm services, timeline and directions
- Finalize and confirm transportation arrangements

- Review guest count, floor plans and seating arrangements with the catering manager
- Use of TPDEC's wedding day emergency kit
- Honeymoon Planning Included

***** In addition to your onsite wedding director, (2) assistants wedding coordinators will be present to ensure the efficient management of your event.

Should your event require additional assistants, applicable fees will apply at the rate of \$400 per assistant.*****

*Site inspections and vendor appointment are not included at this service tier but can be added at our hourly rate of \$250.00 an hour two-hour minimum