

HOSTED HOSPITALITY

PARTIAL PLANNING

PARTIAL PLANNING PACKAGE

Our Partial Planning Package is an ideal option for the couple who may have already completed portions of their planning or require less assistance than a Full Service Wedding Planner. This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way.

PRIOR TO WEDDING:

- **Create a wedding planning checklist**
 - *Based on your unique wedding needs & info collected at meetings & consults*
- **Planning meetings**
 - *typically in-person planning meeting 6 months, 3 months, and 2 weeks before wedding*
 - *collect all information regarding vendors, vision, layouts, flow, schedule & update wedding checklist*
- **Design Plan**
 - *We will work together to create the best plan for your wedding design and vision*
- **Vendor coordination**
 - *We share vendor recommendations for each vendor category*
 - *Contract review prior to booking*
 - *Attend vendor planning meetings & calls*
 - *Connect with vendors 8 weeks before the wedding to take over planning support & finalize plans & details*
- **Unlimited phone/email/text check-ins**
 - *have a question? give us a shout!*
- **Event Execution Portal**
 - *includes all vendors, décor, and timelines, as well as all of your specific requests, which ensures events will happen on schedule and no detail will be missed or forgotten*

WEDDING DAY - SAME AS DAY OF COORDINATION PACKAGE I SEE BELOW

PACKAGE PRICE STARTS AT \$5,500

DAY OF COORDINATION

WEDDING COORDINATION PACKAGE

We make sure your wedding day is executed exactly as you've planned. We handle all the day of logistics like overseeing vendors, managing the timeline, and overcoming any last-minute challenges that may arise! We're also available for any questions that may come up during your wedding planning.

PRIOR TO WEDDING:

- Planning meetings
 - *typically 3 months, 1.5 month, and 2 weeks before wedding*
 - *collect all information regarding vendors, vision, layouts, flow, schedule, etc.*
- Unlimited phone/email/text check-ins
 - *have a question? give us a shout!*
- Event Execution Portal
 - *includes all vendors, décor, and timelines, as well as all of your specific requests, which ensures events will happen on schedule and no detail will be missed or forgotten*

WEDDING DAY:

- Lead Coordinator & Assistant on-site (up to 12 hours)
- Set-up of décor
 - *ceremony space, head table, guest tables, guest book & gift/card table, dessert display, place cards, seating chart, guest favors, signs, bathroom supply basket, yard games, etc.*
- Vendors greeted and directed, questions answered, final payments/tips distributed as needed
- Facilitate ceremony rehearsal (day of or day prior)
- Ensure candles are lit in time for guest arrival and stay lit throughout event
- Greet guests & ensure they're seated before the ceremony, direct flow of event as needed
- Queue the ceremony music and wedding party
- Coordinate space "flip"
- Pack up gifts and personal items & place in car, clean up the dessert display, collect gifts/cards, and place everything safely back in designated cars
 - *Specific list of duties to be discussed during planning meetings based on your needs*

PACKAGE PRICE STARTS AT \$1,975
