

Lisa Shaw

EVENT PLANNING + DESIGN

Full Service Wedding Planning

Starting at \$8500

PRE-WEDDING PLANNING

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Wedding favors & accessories
- Coordinating accommodations, transportation and child care
- Marriage License
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

WEDDING DAY COORDINATION

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Coordinate load-out
- Unlimited time on-site with your coordinator and up to two assistants, allowing you to enjoy every moment of your wedding day without any worry of the details

NOTES

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