

The Wedding Planner Omaha, LLC

The Wedding Planner Omaha, LLC offers distinct packages to help the bustling couples accomplish all there wedding day dreams! Do you have all of your vendors picked out, contracts signed, and mostly everything else prepared? Do you want to sit back and relax during your wedding week and leave all of the logistics to someone else (not your friends and family)? Are you engaged but have no clue how to plan the details but still want to be hands-on in the planning process. Well, you'll find our packages to fit your needs. The packages allow for a stress-free environment but no detail will be overlooked. You will partner up with one of The Wedding Planner Omaha, LLC's, Wedding Planners to become a team in planning all your wedding day needs to the very last detail.

Pre-Wedding Activities	PACKAGES		
	The Vegas	Tie the Knot	The Ritz
• Initial consultation with bride and groom to determine dreams and expectations	X	X	X
• Planning sessions (2-3 Hours/Each) Additional consultations billed at \$75.00/hour	One	Three	Five
• Unlimited number of telephone or e-mail conversations	X	X	X
• Provide etiquette guidance when requested	X	X	X
• Vendor referrals	X	X	X
• Prescreen all wedding vendors		X	X
• Attend optional vendors meeting with the couple		X	X
• Confirm wedding day vendors		X	X
• Create and maintain vendor payment schedule		X	X
• Provide reminders of all payments sent to couple for amounts due monthly to their vendors		X	X
• Distribute your final payment to vendors at the end of their contract		X	X
• Follow-up with vendors on any changes of wedding plans and details		X	X
• Create and maintain monthly task list		X	X
• Prepare a timeline of events for the ceremony and reception		X	X
• Keep an updated list of all guests attending		X	X
• Wedding budget management		X	X
• Develop wedding day itinerary for the couple, wedding party, family, and vendors		X	X
• Assist with selections of the invitations, place cards, napkins, favors, and thank-you notes		X	X
• Create room and ceremony layouts		X	X
• Arrange accommodations for your out-of-town guests including hotel blocks and flight assistance		X	X
• Contact guests that have not RSVP			X
• Attend tasting, review menu & logistics		X	X
• Establish flow of the day with couple and location coordinator	X	X	X
• Assist with compilation of guest gift bags or baskets *		X	X
• Deliver welcome baskets for out-of-town guests to hotels on wedding day up to two hotels *		X	X
• Assist with compilation of party favors for guests and arrange them as requested.		X	X
• Assist with stuffing and mailing of invitations (addressing of envelopes (additional cost, plus postage)			X
• Complimentary calligraphy on inner/outer envelopes (envelopes and postage not included)			X
• Complimentary Program/ Place Cards/ Seating Chart			X

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• Manage and coordinate rehearsal of the ceremony with officiant – (2) Hours of Service	X	X	X
Wedding Day Activities	The Vegas	Tie the Knot	The Ritz
• Two Wedding representatives from TWPO, LLC to assist with all wedding day activities	X	X	X
• Assist bride, groom, and bridal party, provide wedding day emergency kit, troubleshoot where needed	X	X	X
• Coordinate with wedding day vendors, ensuring proper set-up, equipment and handle emergencies	X	X	X
• Distribute payments to vendors	X	X	X
• Organize and set up any photos, meal place cards, bridal portrait, goblets, cake cutting items, etc.	X	X	X
• Decorating the ceremony and reception sites within limitations described below	X	X	X
• Set-up and tear-down of rental pieces (Limitations apply)	X	X	X
• Deliver drinks, food, and snack trays to bridal party prior to event (cost of items to be incurred by client)		X	X
• Distribute (and pin) wedding flowers	X	X	X
• Follow through during ceremony to ensure that timeline is followed according to plan	X	X	X
• Transport needed items from ceremony to reception	X	X	X
• Bustle wedding gown (optional)	X	X	X
• Oversee venue decor to ensure that setting is laid out in keeping with couple's wishes	X	X	X
• Line up bridal party for introduction into reception	X	X	X
• Coordinate between caterer, DJ/Band, Photographer, Videographer and couple during the reception to ensure that the timeline is followed and all moments are professionally captured.	X	X	X
• Clean-up rental facility, based upon the couple's responsibility		X	X
• Clean and store away champagne flutes, cake knives, bride's bouquet & cake-topper		X	X
• Professionally pack up centerpieces, photos, etc. and all items belonging to the couple		X	X
Post Reception Activities	The Vegas	Tie the Knot	The Ritz
• Load gifts and keepsakes after reception in designated car		X	X
• Transport gifts and keepsakes to Bride/Groom's Home/Stage area for gift opening, place cake topper, remaining food in the refrigerator.			X
• Collect and return security deposits			X
• Return small florist and rental items (weight limits apply)			X
• Return groom's tuxedo			X
• Deliver wedding gown to cleaners or other desired location			X
• Deliver wedding bouquet to preservation company			X
Price:	5th Anniversary Specials!		