



THE ESSENTIALS PLANNING PACKAGE

\$2,000

WEDDING PREPARATION

- In-depth meeting at the venue to discuss wedding and reception ideas and offer suggestions on wedding style, budget and color schemes
- Create and implement wedding budget
- Vendor recommendations to help narrow down your selections
- Review wedding contracts and offer suggestions on any necessary changes
- Unlimited assistance via e-mail and phone regarding etiquette or general questions
- Create a monthly task checklist to keep you on target
- Customized PartyCAD drawing to help layout your ceremony and reception space
- Create wedding day timelines and distribute to vendors and wedding party via e-mail
- One hour meeting three weeks prior to your wedding to discuss the final details of the wedding day
- Confirm with all vendors and handle any last minute questions or issues

Exhibit A



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WEDDING DAY MANAGEMENT

- Manage the rehearsal and direct wedding party on ceremony flow
- Instructions on family's and wedding party's responsibilities
- Access to wedding day emergency kit
- Onsite prior to ceremony, ensuring design accuracy and personal items are in the proper place
- Oversee the final details, such as wedding party questions or issues and pinning corsages and boutonnieres
- Guidance at the ceremony to ensure proper flow
- Greet guests at the reception and offer any necessary directions
- Bustle wedding gown if needed
- Manage reception timeline, ensure smooth transitions and intercept any issues that may arise
- Ensure wedding gifts get loaded into the appropriate vehicles
- Coordinate with the wedding party designees responsible for putting all personal items and keepsakes into appropriate vehicle
- Package anniversary cake for transport
- Ensure exit favors get distributed
- Distribute any day of payments to vendors
- Oversee vendor cleanup
- Consultant and one assistant onsite until the end of reception

Exhibit A