



THE CONCIERGE PLANNING PACKAGE

\$6,800

WEDDING DAY 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
- Create wedding design based on clients' vision
- Create a monthly task checklist to keep you on target
- Complete vendor coordination with all vendors to include sourcing, checking availability, contract negotiations and continued point of contact
- Invitation selection, wording and proofing
- Set up hotel room blocks for guests
- Manage RSVP's
- Assistance on gown shopping
- Attend all tastings and vendor meetings
- Unlimited assistance via e-mail and phone regarding etiquette or general questions
- Customized PartyCAD drawing to help layout your ceremony and reception space
- Create reception seating chart sign or escort cards
- 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
- Deliver welcome bags to host hotels included in room blocks

Exhibit A



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WEDDING DAY MANAGEMENT

- Pick up and return any small rental items such as cake stand, chair sashes, table runners
- 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 (black socks, super glue, hair spray, bobby pins, etc)
- Onsite prior to the ceremony for decorating ceremony and reception site, ensuring 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 necessary
- 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 the appropriate vehicle
- Package anniversary cake for transport by the responsible party to freeze
- Ensure exit favors get distributed
- Distribute any day of payments to vendors
- Oversee vendor cleanup
- Consultant and up to two assistants onsite on the wedding day

AFTER THE WEDDING

- Return Tuxedo rentals within the San Antonio area
- Return floral and baker rental items
- Follow-up with all vendors to ensure contractual obligations

Exhibit A