



## *A Hollywood Soiree (Complete Wedding Coordination)*

Our most comprehensive package is perfect for destination weddings and out-of-town brides, as well as clients with large guest counts, multiple pre- and post-wedding events, and events with elaborate décor and design elements. With all-inclusive planning services, you can be involved as much or as little as you want. Need us every step of the way? Then this package is for you! All you have to do is show up and enjoy your extraordinary event!

- Complete development of event theme, vision and look
- Complete event design including research, production and coordination including floral, decor and lighting
- Venue recommendations, selection and management
- Vendor recommendations, selection and management
- Schedule all client-vendor appointments and meetings
- Negotiation and facilitation of vendor contracts
- Budget development, guidance and maintenance
- Event CAD and design layout
- Bridal styling advice
- Coordination of hair, make-up and spa appointments
- Guidance with the selection of bridal party attire and accessories
- Design assistance with all custom printed items
- Attend catering tasting(s) and assist with food/wine pairings
- Assistance with specialty rentals, including linens, catering rentals, chairs and custom items
- Set-up and return of all speciality items
- Assistance with tent selection, layout and design (if applicable)
- Coordinate and attend final mock-up appointments for floral, decor and lighting
- Design and coordination of custom displays
- Design, coordination and delivery of all guest wedding bags
- Etiquette guidance throughout the planning process

*A Hollywood Soiree continued...*

- Assistance with bridal party gift selection
- Assembly of all stationery items
- Save-the-Date and wedding invitation management, including selection, ordering, assembly and mailing
- Guest list management and seating chart assistance
- Assistance with favor selection and display
- Assistance with wedding ceremony vows, readings and songs
- Assistance with ceremony and reception music selections
- Final walk through at ceremony and reception sites with vendors
- Hotel accommodation coordination and negotiation
- Transportation coordination for wedding party, family and guests
- Coordination of pre- and post-wedding functions
- Wedding registry advice and guidance
- Honeymoon advice and guidance
- Mailing of marriage certificate and assistance with name change
- Assistance with dress steaming and post wedding preservation
- Confirm and schedule vendor arrival times
- Timeline development and distribution
- Disperse final vendor payment and tips
- Return all personal items and wedding gifts
- Wedding rehearsal dinner recommendations and coordination
- Wedding rehearsal attendance and coordination
- Complete wedding day coordination, up to 12 hours with 2-3 onsite contacts
- Phone and email support
- Custom wedding website assistance

\* Does not include travel or accommodations for weddings 50 miles outside of the Metro area. If you don't see something in this package that you need, please don't hesitate to ask!