

# CULTIVATE

*event planning inc.*

## FULL PLANNING PACKAGE

### PRE-WEDDING DAY

UNLIMITED Client/Planner contact

UNLIMITED Vendor meetings

Assistance in arranging all transportation needs

Favor assembly (not including cost of supplies)

Unlimited contact via email

Assemble & deliver welcome baskets/gift bags (not including cost of supplies)

Monthly e-mail "check-ins" to ensure the planning is running smoothly and on track

Research activities and special events for out of town guests

Receive a general planning checklist

Rehearsal dinner location research, selection, and coordination

Production of a detailed Wedding Day Itinerary

Budget construction & analysis

Review vendor contracts

Budget management (tracking of all payments and due dates)

Confirm arrangements; check delivery date, arrival times, quantities, etc with vendors Invitations assembly and mailing (postage not included)

Detailed timeline will be sent to all vendors for review

Venue research and selection

Confirmation of all wedding vendors

Assistance in scheduling alterations with wedding planner attendance at all final fittings

Etiquette advisement, as requested

Negotiate special hotel rates and room blocks for out of town guests

Assistance with wording of all stationary

Assistance in arranging all transportation needs

Review current budget and assist with cutting suggestions

Favor assembly (not including cost of supplies)

Event design, theme and décor assistance

Assemble & deliver welcome baskets/gift bags (not including cost of supplies)

Tracking RSVPs

Research activities and special events for out of town guests

Food and Beverage assistance

Rehearsal dinner location research, selection, and coordination

Full event design, theme, and concept development - We will ensure your wedding design has a cohesive feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, programs, lighting, favors, table design, linens, specialty rentals, save the dates, etc.

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### WEDDING REHEARSAL

Coordinate ceremony rehearsal (1 hour)

Distribute extremely detailed wedding day itinerary to wedding party, family, and attendants

Collect/Coordinate final payments for specific vendors

Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc. (prior to wedding or day of rehearsal)

### WEDDING DAY

One assistant coordinator

Manage the flow and timing of the ceremony and reception

Act as a liaison between wedding party, family members, and vendors

Use of extensive Bridal Emergency Kit. We'll be ready and available to solve any unexpected situations or emergencies

### CEREMONY

Distribute bouquets and pin flowers on attendants & family members

Direct photographer, videographer, musicians, rentals, florist, etc of where to set up

Oversee set-up of the ceremony to make sure all commitments are fulfilled

Distribute final payments and gratuities as needed

Set up all ceremony décor not handled by a specific vendor (i.e. guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, etc.)

Direct Ushers with programs and seating distribution

Line up and cue wedding party/musicians for ceremony

Give marriage license to officiant & wedding rings are present

Collect all personal wedding items and gifts and deliver to reception site or designated person

### COCKTAIL HOUR & RECEPTION

Set up all reception décor not handled by a specific vendor (i.e. favors, menus, candles, cake knife, toasting flutes, escort cards, gifts, charger plates, etc)

Manage vendor set-up of reception and make sure all commitments are fulfilled

Bustle wedding gown

Line up and cue Bride, Groom and wedding party for Grand Entrance

Assist band or DJ in cueing important events (i.e. grand entrance, parent dances, cake cutting, bouquet toss, etc.) Cue Bride and Groom for all important events

Maintain & coordinate timeline for all events during reception

Stay in communication with banquet staff to ensure things are going smoothly

PACKAGE PRICE: \$5,000

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