



FULL PLANNING

Exquisitely Chic Package

This package is the ultimate in luxury. Perfect for those that want to make all of the decisions regarding the wedding, but don't have time for the details and arrangements. For the couples that need assistance from the very beginning until you leave for you honeymoon. With your direction we will research, arrange, manage and execute your dream day.

The Exquisitely Chic Package will allow you to put all of your energy into the fun and exciting part of the planning process. Have fun with the parties and bridal showers, finding your dream gown, shopping and all the other fun activities associated with planning your dream wedding. Let Sensibly Chic Events handle the details!

Pre-Wedding Day

- Unlimited contact via phone and email
- Create a planning checklist so nothing is forgotten before the big day
- Production of a detailed timeline and schedule for vendors
- Etiquette guidance
- Review Banquet Event Order provided by catering manager
- Assist with Ceremony plans and Reception Layouts
- Review vendor contracts
- Confirmation of all vendors, services and arrival times.
- Create a detailed Ceremony & Reception packing checklist of items to be collected at the Rehearsal , so nothing is forgotten.

Meetings:

- Unlimited meetings, emails and phone calls
- Complimentary Consultation to get a feel for your vision
- Final dress fitting
- Tastings
- Design
- Planning
- Timeline
- Venue Walkthrough - to walkthrough event spaces (2-3 months prior to your wedding)
- Final Details Meeting - review final details, timeline,, Vendors & Ceremony (2-4 weeks prior to wedding)

Budget Management:

- Produce a realistic detailed budget, once Clients priorities have been established
- Track budget to ensure finances are on track
- Payment reminders
- Final Vendor Payment worksheet

Venue Selection:

- Produce a "venue scout" based on Clients taste and budget, listing pictures, out-the-door rates, pro/con list and availability
- Arrange and attend venue tours
- Finalize all contracts

Vendor Selection:

- Assistance with vendors and selection of the most professional and reliable vendors to fit your style, and budget including, but not limited to, Officiate, Photographer, Videographer, Florist, Catering, Bakery, Entertainment, Hair and makeup, Lighting, Rentals, Wedding Stationery, Attire, Calligraphy, Seamstress, Room block, Transportation Etc.
- Bridal salon recommendations to find your perfect gown
- Vendors provided based on availability, budget and style



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Vendor Management:

- Schedule appointments
- Oversee proposals and edits
- Point of contact for all wedding details

Design:

- Establish concept/theme
- Create a color & vision board
- Guidance to ensure the 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.
- Suggest décor elements
- Favor assembly (not including cost of supplies)
- Assemble & deliver welcome baskets/gift bags to Hotel(s) (not including cost of supplies)

Guest List Management:

- Invitation assembly - not including postage or full assembly (planner will apply designated rsvp id to rsvp cards, apply postage, cross check accuracy with guest addresses from stationer, apply ribbon if chosen and not done through stationer - depending on the complexity of the design and stuff envelopes and seal
- RSVP management: tracking rsvp's (guest count, requests, meals etc.), providing weekly reports and calling/emailing those who didn't respond

Wedding Rehearsal

- Coordinate ceremony rehearsal (up to 2 hours max)
- Collect décor to set-up on the wedding day (based of Packing Checklist)
- Distribute personal wedding day itinerary to wedding party (i.e. when & where to show up for pictures, time of hair & make-up etc.)
- Collect final payments for vendors
- Collect wedding day items such as marriage license, guest book, cake knife, pictures, toasting flutes, favors, candles, programs, place cards, cake knife, etc. (prior to wedding or day of rehearsal)

Wedding Day

- All services listed in Simply Chic/Wedding Coordination package

Final rate is based on guest count, multiple locations, venue restrictive time constraints and specific locations that may require more staff.