



The *Above & Beyond* Package

Full Service Planning, *Pampering*
and Coordination

This service package is the ultimate planning experience. Your Inspired Occasions team will be with you on every step of your journey down the aisle. As an "Above & Beyond" couple, you will not only receive expert planning guidance and wedding day coordination, but will benefit from countless perks that allow you to sit back, relax and enjoy the months leading up to your big day while we take care of every last detail. This "pampered" experience includes:

Consultations

- Complimentary initial in-person consultation
- Monthly ongoing in-person consultations to review the timeline, budget and planning details
- Unlimited telephone and e-mail consultations

Planning

- A customized planning timeline developed and maintained by your Planner
- A detailed budget developed and maintained by your Planner
- Assistance with maintenance of guest list and tracking of RSVP's
- Assistance with selection of ceremony and reception venue(s)
- Assistance with vendor selections
- Assistance with planning one additional ancillary event such as rehearsal dinner, after party or day-after brunch. (Onsite coordination available upon request)

Design and Execution

- A comprehensive Event Plan to include décor, food and beverage arrangements, stationery, florals, lighting, rentals, photography, videography, entertainment, audio-visual elements, etc.
- Design services for event details which may include décor elements, stationery items, programs, lighting, table settings, favors, welcome baskets, etc.
- Full vendor coordination includes attendance at unlimited pertinent appointments, review and negotiation of contracts, and ongoing communication to coordinate provision of all services
- Assembly and execution assistance for details such as favors, invitations and stationery items, signage, specialty displays, etc. (Additional fees may apply)
- Assembly and delivery of welcome bags/boxes (up to 25)
- Creation and maintenance of event floor plans using online software

Inspired Occasions

Tel: (518) 487-8128 • Fax: (518) 288-1281 • www.inspired-occasions.com

Day-of Coordination

A professional event team comprised of our Master Planner and three coordination assistants will be onsite from bridal prep to the last dance on your special day to provide the following services:

- Confirmation of service details and arrival times with all vendors one week prior to the wedding
- Creation and disbursement of personalized wedding day timelines to the bridal party, family members and vendors
- Choreography of ceremony processional and recessional for correct timing with music selections
- Attendance at and coordination of the wedding rehearsal
- Collection of and set up of personal items for the wedding day such as guest book, photo memento boards, candles, seating cards, toasting glasses, favors, etc.
- Service of a personal Attendant to care for the Bridal Party during all preparations and photos.
- Exclusive use of our "Colossal Wedding Day Emergency Kit"
- Lavish refreshment display in both Bride and Groom's preparation location
- Greeting vendors and receiving all deliveries
- Coordination of proper set-up and execution of décor in ceremony and reception venues
- Distribution of final payments and gratuities to vendors
- Act as main point of contact for all vendors and troubleshoot any issues that may arise
- Management of the timeline throughout the day
- Assistance with coordination off a First Look
- Assistance with pinning of all corsages and boutonnieres and distribution of other wedding flowers
- Lining up and cueing bridal party for processional
- Ensuring that bride is picture perfect for her walk down the aisle
- Cueing ceremony musicians for correct pace and timing
- Assistance to couple, bridal party and families with post-ceremony formal photos
- Coordination with reception emcee of all reception formalities
- Transferring of wedding gifts, cards and sentimental items to the Bridal Suite
- Pack up of all décor items at the end of reception
- "Roses and Romance" treatment of Wedding Suite for a perfect end to the evening.

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