



The *Essentials* Package

Complete Planning and Coordination

For a couple who needs more than just day-of coordination, this full service planning and coordination package covers all of the bases. Your personal Wedding Planner will get you started with a custom planning timeline, budget and Event Plan. Vendor coordination, design ideas and regular planning meetings insure that couples stay on track without the stress of doing it alone. On wedding day, your event team is on hand to make sure that every detail is executed according to your vision while you sit back, relax and every moment of your day. This "essential" package includes:

Consultations

- Complimentary initial in-person consultation
- Bi-Monthly in-person consultations for up to one year prior to your wedding to review the timeline, budget and planning details
- Unlimited telephone and e-mail consultations

Planning

- Development of an initial customized planning timeline to be maintained by the couple
- Development of initial budget to be maintained by the couple
- Assist in research and selection of ceremony and reception venues
- Research, recommend and assist in selection of vendors

Design and Execution

- Creation of a comprehensive Event Plan document to include details of all décor, set up and vendor arrangements.
- Suggestion of design details which may include ceremony and reception décor elements, stationery items, lighting, favors, welcome baskets, etc.
- Vendor coordination to include attendance at up to five appointments, review contracts, as necessary, and assist with ongoing communication to coordinate provision of services.

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Day-of Coordination

A professional event team comprised of a Coordinator and two 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 for the bridal party during all preparations and photos
- Exclusive use of our "Colossal Wedding Day Emergency Kit"
- Delivery and set up of wedding day refreshments for bridal party
- 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 of 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 the reception
- "Roses and Romance" treatment to wedding suite for a magical end to the evening

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