



**WEDDING PLANNING SERVICES & PACKAGES**

2018





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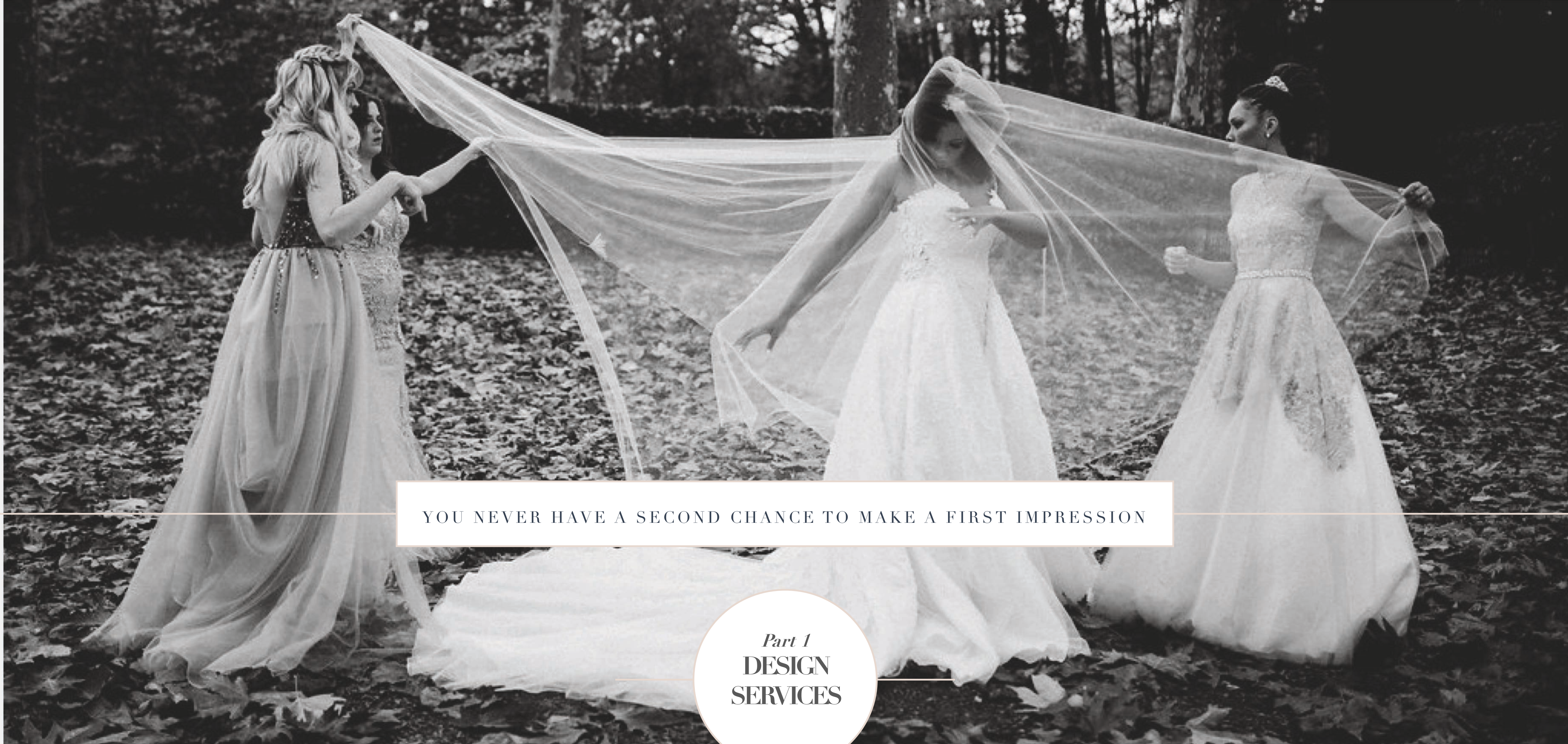
Part  
**3**

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**A LA CARTE**

Design & Style  
Logistics  
Additional Events





YOU NEVER HAVE A SECOND CHANCE TO MAKE A FIRST IMPRESSION

*Part 1*  
**DESIGN  
SERVICES**

*Design is thinking made visible... Trust us to bring your thoughts to life.*



## BESPOKE WEDDING STATIONERY

*Our collection is comprised of complete wedding suites ranging from Save the Dates, Invitations, Detail Cards, Accessories, that have set designs but have customizable areas, such as colors, type of printing, paper, and calligraphy style to make it perfect for your wedding.*



### Creative Preparation

Logo  
Hashtag  
Colorimetry  
Typography  
Papers Styling  
Synergy with Custom Website



### Before the Wedding

Save the Date  
Invitations  
Dinner Card  
Brunch Card  
RSVP Card  
Address Stickers  
Bride & Groom Names Logo  
Calligraphy



### D-Day

Program  
Vows  
Readings  
Ceremony Booklet  
Menus  
Seating Plan  
Table Names  
Place Cards

## PERSONALIZED WEDDING WEBSITE

*A customized wedding website is the perfect way to not only share your story and wedding details but it is also a great place to request information from your guests.*



### Creative Preparation

Logo  
Assistance in Choosing Domain  
Hashtag

### Custom Pages

Landing Page  
Our Story Page  
Bridal Party Page  
Wedding Details Page  
RSVP Page  
Accommodations Page  
Additional Events  
Gallery  
Local Activities

### Guest List Maintenance

Additional option available for management of guest list, addresses, RSVP and hotel accommodations.

*\*Domain Purchase & Hosting Services Not Included*



A photograph of a historic stone building at dusk. The building has several windows, some of which are lit from within, casting a warm glow. The sky is dark, and there are trees in the foreground. In the lower right, a bride and groom are visible, standing together. The overall mood is romantic and elegant.

EXTRAORDINARY WEDDINGS DON'T JUST HAPPEN, THEY ARE PLANNED!

*Part 2*  
**PLANNING  
SERVICES**

*Details create the big picture... Leave the details to us.*





# ALL INCLUSIVE PACKAGE

*We take care of every detail for your wedding. You make the final decisions. Enjoy a low stress planning process for your dream wedding.*

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◆ 6 Meetings, 1 initial meeting + 5 additional meetings, in person, video chat or conference call.

◆ Creation and Respect of SPECIFICATIONS BOOK/VISION BOARD.

◆ Creation and handling of the PLANNING SCHEDULE AND CHECKLIST including the D-Day Program.

◆ Creation, handling and follow up of BUDGET, EXPENSES, and DUE DATE SCHEDULE.

◆ Access to a custom GUEST LIST matrix.

◆ Vendor / Supplier SOURCING and PROPOSAL for each wedding category you need.

◆ MANAGEMENT and CONSULTING on all wedding categories.

◆ WEDDING DECORATION\*: customized proposal and estimation, style, theme, venue planning, stationery \*\*

◆ MAIN CONTACT with vendors.

◆ ADMINISTRATIVE MANAGEMENT: contracts, quotes, payment follow up...

◆ LOGISTICS VISITS and PERSONALIZED VENDOR GENERAL AGENDA.

◆ MAIN CONTACT with guests from the mailing of the invitations.

◆ CREATION OF D-DAY GUEST PROGRAM to email or WEDDING WEBSITE set up (not included in offer).

◆ Handling and follow up on GUEST LIST matrix.

◆ Role with Bride & Groom    ◆ Role with Vendors    ◆ Role with Guests

\*Flowers, furniture, materials pricing not included \*\* Except Official Invitations: menus, seating plan, place cards (Page 6)  
Brunch option and Day after not included – Available on request and quote (A La Carte Planning Page 18)  
Transports/Transfers – Accommodation Handling and Follow up Excluded (A La Carte Planning Page 18)



# ALL INCLUSIVE PACKAGE – D-DAY COORDINATION

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*We take care of every detail for your wedding. You make the final decisions.  
Enjoy a low stress planning process for your dream wedding.*



1 Project Manager + 1 Coordinator running the event from Preparations to Wedding Cake Service.



Coordination on each area of the wedding as required, ceremony, cocktail, dinner, DJ, etc.



Coordinate shot schedule with photographer, included in the D-Day Timeline and Schedule.



Contingencies handling



Welcoming and Briefing - Personalized Vendor General Agenda.



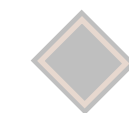
Coordination as needed, per vendor.



Welcoming and monitoring of guest list.



Control the flow of the guest throughout the evening, according to D-Day Timeline and Schedule.



Role with Bride & Groom



Role with Vendors



Role with Guests

\*Flowers, furniture, materials pricing not included \*\* Except Official Invitations: menus, seating plan, place cards (Page 6)

Brunch option and Day after not included – Available on request and quote (A La Carte Planning Page 18)

Transports/Transfers – Accommodation Handling and Follow up Excluded (A La Carte Planning Page 18)



# D - DAY COORDINATION

*This package provides you with a wedding day consultant who will be there to make sure everything is under control for your ceremony and reception.*

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- ◆ 3 Preparation Meetings, 1 initial meeting in person, video chat or conference call.
- ◆ Respect of SPECIFICATIONS BOOK/VISION BOARD.
- ◆ Creation and handling of the PLANNING SCHEDULE AND CHECKLIST including the D-Day Program.
- ◆ 1 Project Manager + 1 Coordinator running the event from Preparations to Wedding Cake Service.
- ◆ Access to a custom GUEST LIST matrix and planning documents.
- ◆ D-Day Coordination on each area of the wedding as required, ceremony, cocktail, dinner, DJ, etc.

- ◆ MAIN CONTACT with vendors ( from 2 months before the wedding).
- ◆ D-Day Only ADMINISTRATIVE MANAGEMENT: contracts, quotes, payment follow up...
- ◆ LOGISTICS VISITS and PERSONALIZED VENDOR GENERAL AGENDA .
- ◆ MAIN CONTACT with guests from 1 month before the wedding.
- ◆ CREATION OF D-DAY GUEST PROGRAM to email or WEDDING WEBSITE set up (not included in offer).

◆ Role with Bride & Groom    ◆ Role with Vendors    ◆ Role with Guests

\*Flowers, furniture, materials pricing not included  
 Brunch option and Day after not included - Available on request and quote (A La Carte Planning Page 18)  
 Transports/Transfers - Accommodation Handling and Follow up Excluded (A La Carte Planning Page 18)



## INTERMEDIATE PACKAGES

You wish to deal with a team of professionals to manage several aspects of the organization of your event . ◆

You want us to adapt to your needs, but most importantly to your budget: our intermediate packages are made for you! ◆

These cover the most important points of the conceptualization of an event, and can be customized to fit your needs. ◆





# INTERMEDIATE PACKAGES



## LEVEL I

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3 Preparations Meetings

Creation and respect of Specifications Book

Sourcing for 3 Vendors of Choice

Choice of A La Carte Consulting Package

Assistance on D-Day Schedule and Timeline

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## LEVEL II

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4 Preparations Meetings

Creation and respect of Specifications Book

Sourcing for 4 Vendors of Choice

Choice of A La Carte Consulting Package

Creation of D-Day Schedule and Timeline

Access to MKB Planning documents for DIY

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## LEVEL III

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5 Preparations Meetings

Creation and respect of Specifications Book

Sourcing of 4 Vendors of Choice

Creation, handling, and follow up of Budget, Expenses, Schedule

Creation of D-Day Schedule and Timeline

Management and Tips on all wedding categories

Access to Guest List matrix

Wedding Decoration Proposal

Personalized Vendors General Agenda

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No Links or Contact with Vendors and/or Guests D-Day Coordination Excluded D-day Coordination and/or Styling Services can be added to each Intermediate Package.





A STYLISH EVENT BEGINS LONG BEFORE THE GUESTS ARRIVE.

*Part 3*  
**ALA  
CARTE**

*Lasting Impressions... Not a Detail Missed*



# A LA CARTE CONSULTING PACKAGES



## DESIGN & STYLE CONSULTATIONS



## VISUAL ELEMENTS

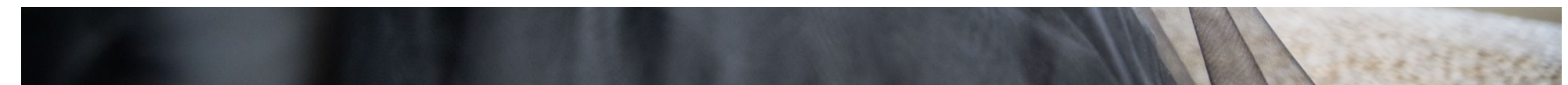
A customized design proposal for the visual elements of your wedding, created after an in depth conversation about your thoughts and ideas for your wedding.

## BRIDAL PARTY, BRIDE, GROOM, DRESS CODE

A customized proposal for the fashion elements of your wedding, created after an in depth conversation about your thoughts and ideas for your wedding.



## VENDOR SOURCING



## SOURCING & SHOPPING

OPTION ONE: *Vendor sourcing and proposals for choice of*

- Venue
- Caterer
- DJ
- Photographer

OPTION TWO: Personal shopping /sourcing of elements included in design and style proposals.





DESIGN  
CONSULTATIONS:  
*VISUAL ELEMENTS*







STYLE CONSULTATIONS:  
*BRIDAL PARTY, BRIDE, GROOM, DRESS CODE*



*Fabulously Planned... Remembered always.*





# A LA CARTE PLANNING PACKAGES



## LOGISTICS



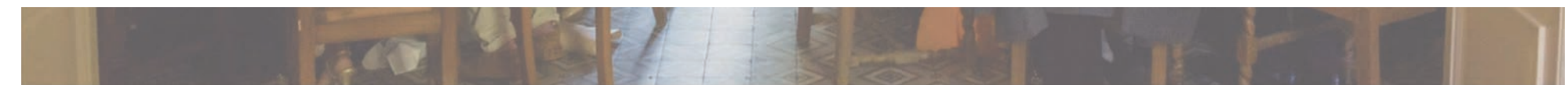
## TRANSPORTATION & HOTELS

Whether they arrive at the airport, at the train station or from their hotel rooms; that they need to go from a place to another for your special day, we will organize it all according to their needs, in respect of a strict timing, to make sure you and your precious guests stay stress free at all times.

- Sourcing and proposal of 2 logistics vendors/suppliers
- Pre-booking of bus, vans, shuttles, car & chauffeurs, taxis etc.
- Creation and organization of round trips from airports/train stations/hotels to the venue
- Room block management



## ADDITIONAL EVENTS



## REHEARSAL DINNER | BRIDAL TEA | BRUNCH

Assistance in planning and organizing additional events surrounding your wedding.





EXTRAORDINARY RESULTS



*Every love story is beautiful, and yours should be unique.*



A romantic couple is shown in silhouette, embracing each other. The background is a warm, golden sunset sky with soft clouds and a bright sun partially obscured by the clouds. A semi-transparent diamond-shaped overlay is centered on the image, containing a quote. The quote is written in a dark, elegant serif font. The couple's heads are visible at the top of the diamond, and their bodies extend downwards. The overall mood is intimate and tender.

“

*True love stories never have endings.*

-  
Richard Bach

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