

CULTIVATE

event planning inc.

MODERATE PLANNING

PRE-WEDDING DAY

Five (5) Client/Planner meetings

Seven (7) Vendor meetings for the wedding planner to attend in the categories of your choice:

DJ; Florist; Caterer... Unlimited contact via email

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

Receive a general planning checklist

Production of a detailed Wedding Day Itinerary

Review vendor contracts and Confirmation of all wedding vendors

Confirm arrangements; check delivery date, arrival times, quantities of rentals, etc with all vendors

Detailed timeline will be sent one week prior to your wedding day to all vendors for review

Etiquette advisement, as requested and Assistance with wording of all stationary

Review current budget, and help make any necessary changes, adjustments, or cost

cutting suggestions Event design, theme and décor assistance and Food and Beverage assistance

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, unity candles, programs, pictures, 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

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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 if not already designated to wedding party or family

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

Coordinator leaves after cake cutting

PACKAGE PRICE: \$3,000

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