Wedding and Event Planning

Gala Affaire

* Unlimited e-mails and phone calls to assist in any way.
* Four (4) meetings, face-to-face to discuss wedding details.
* Assist with Locating & contracting the perfect location.
* Negotiate Hotel Group room blocks for you and your guests.
* Assist with creating "Save the Date" mailings, Invitations and RSVP responses and The like.
* Assist with budget planning.
* Co-create the style and décor.
* Assist with creating gift baskets/bags for your guests from out of town and orchestrate Their distribution.
* Provide professional vender referrals.
* Assist with negotiating vendor contracts (i.e., rentals, photographer, musicians, gifts, stationers, etc.).
* Planning and schedule of meetings with venders to help at any stage of the planning Process.
* Assist with menu selection and catering negotiations.
* Advise and coordinate professional transportation options and airport transfers.
* Assist with finding rehearsal dinner venue, the planning and orchestration of the dinner.
* Assist in the planning the post wedding brunch or lunch and orchestration of.
* Create a comprehensive event time schedule per event day.
* Coordinate details of activities/outings/spa day
* Orchestrate your wedding rehearsal and organize your wedding party.
* Coordinate the wedding ceremony and get you down the aisle on time.
* Manage the timing of events with your family, wedding party and vendors.
* Provide additional coordinators/ assistants required to facilitate overall event.
* Any and all portions of "Day of Coordination" not specified above.

Determination of exact pricing reflects the following guidelines:

* Number of Guests
* Number of Event Days
* Location of Ceremony and Reception
* The Number of months in advance that services are secured
* Determined number of additional event managers to assist "day of"

Assistance & Event "Day of" Coordination

Services prior to event day:

* Unlimited e-mails and calls to assist you in any way within reasonable business hours
* Three (3) meetings face to face at any stage of planning
* Planning and scheduling of meetings with venders to help at any stage of the Planning process
* Assist with negotiating vendor contracts (i.e. caterers, rentals, photographer, musicians, gifts, stationers, etc.)
* Advise and coordinate professional transportation options.
* Review all contracts and vendor information when secured.
* Create a comprehensive timeline for you, your wedding party and venders.
* Meet with and Confirm contracts with all vendors.
* Available for unlimited recommendations and suggestions as you plan your day (i.e., etiquette, logistics, guests room gifts and or amenities, etc.)
* Orchestrate your wedding rehearsal and organize your wedding party (Total of 1 hour)
* Distribute shorten version of timeline to your wedding party.
* Assist with any and all last minute details necessary to assure all is in place

Services on your event day

* Provide you with a professional wedding coordinator who will remain on site until all Formalities have been completed.
* Provide up to 3 assistants
* Oversee all vendor commitments and make sure they are fulfilled to contract specifications and your standards.
* Manage the timing of events with family, wedding party and guests.
* Be your eyes and ears throughout the day so you can relax and enjoy your day
* Distribute personal flowers
* Place guest favors, place cards, escort cards and the like if needed
* Distribute final payments for any outstanding balances due to vender(s)
* Get you down the aisle on time ☺
* Coordinate at all times with Banquet Captain/ Caterer and Staff
* Coordinate and Cue DJ/Band throughout reception for timing on protocol events
* Secure all personal items at the end of the evening.

Determination of exact pricing reflects the following guidelines:

* Number of Guests
* Location of Ceremony and Reception
* Determined hours needed for Wedding Coordinator, Assistant and/or Event Managers on Event day.

Rehearsal and "Day of" Coordination

Services prior to event day:

* E-mails and phone calls to assist you (up to 10 hours, pre-planning)
* (2) Meetings face to face, 2 -3 months prior to event date
* Review and confirm all contracts and vendor information when secured.
* Create a comprehensive timeline for you, your wedding party and venders.
* Orchestrate your wedding rehearsal and organize your wedding party (Total of 1 hour)
* Distribute shorten version of timeline to your wedding party.
* Assist with any and all last minute details necessary to assure all is in place

Services on your event day

* Provide you with a professional wedding coordinator who will arrive to oversee Vender arrivals and set up and will remain on site until all formalities have been Completed. Up to 8 hours.
* Provide an assistant coordinator. Up to 6 hours
* Oversee all vendor commitments and make sure they are fulfilled to contract Specifications and your standards.
* Manage the timing of events with family, wedding party and guests.
* Be your eyes and ears throughout the day so you can relax and enjoy your day
* Distribute personal flowers
* Place guest favors, place cards, escort cards and the like if needed
* Distribute final payments for any outstanding balances due to vender(s)
* Get you down the aisle on time ☺
* Coordinate at all times with Banquet Captain/ Caterer and Staff
* Coordinate and Cue DJ/Band throughout reception for timing on protocol events
* Secure personal items at the end of the evening

Determination of exact pricing reflects the following guidelines:

* Number of Guests
* Location of Ceremony and Reception
* The Number of months in advance that services are secured
* Determined if additional event manager(s) will be needed