

# *D'Perfect Touch*

WEDDINGS & EVENTS



## 2022 WEDDING COLLECTIONS

# MONTH OF COORDINATION

Month of Coordination is a perfect option if you want to plan your wedding but need a professional coordinator in the background to answer questions, offer advice and coordinate the details on the actual wedding day so you can sit back, relax, and enjoy your perfect event. The package includes:

## Pre-Wedding

- Complimentary initial Consultation
- Provide guidance on wedding trends and etiquette
- Supplying vendor recommendations
- Create custom wedding planning schedule for accountability
- Provide spreadsheets and template for vendor organization and planning management
- Bi-Monthly accountability check-in meetings
- 4-6 Weeks transition from bride and/or groom to planner
  - Liaison between couple and vendors
- Attend final vendor planning meetings with the couple to go over all final details
- Final confirmation of all details and vendor arrival times
- Collect any wedding items provided by the couple that are to be set up on the wedding day, such as signage, favors, toasting flutes, cake server set, guest book, etc.
- Collect final payments and gratuities, for vendors that will be passed out on the wedding day
- Construction of the day-of timeline and contact list of vendors
- Facilitate wedding rehearsal



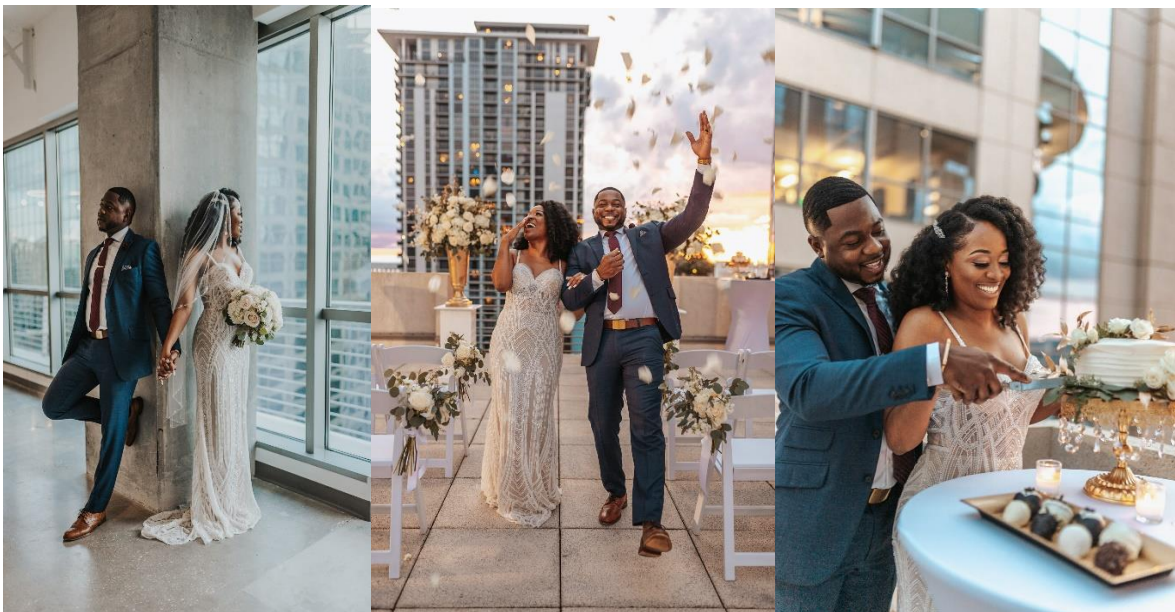


## PARTIAL PLANNING PACKAGE

This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way. Our Partial Planning Package is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a Full-Service Package. At a minimum this couple has already secured 3 wedding vendors including their venue and caterer. **This package includes everything listed in the Month of Coordination collection**, in addition to the following enhancement:

### Pre-Wedding Upgrades:

- Site visit to ceremony/reception locations
- Coordination support with any vendor voids at the time of booking
- Concept Planning – Wedding Design and Theme Support
- Creation of a venue layout/floorplan
- Hotel and Transportation accommodations
- Wedding budget discussion
- Serve as your vendor liaison
- Coordinate vendor appointments or consultations
- Attendance remaining planning vendor meetings
- Important reminder and updates
- Monthly planning accountability meetings



# FULL-SERVICE PLANNING PACKAGE

Full-Service Wedding Planning package is for the couple who wants a full-time professional overseeing every aspect of their wedding planning and wedding day. **This package includes everything listed in the Partial Planning Collection**, in addition to the following enhancements:

## Pre-Wedding Upgrades:

- Creation of custom planning guide and assistance every step of the way
- Full wedding vendor scouting and booking
  - Venue, caterer, photographer/videographer, florist, rentals, baker, DJ/Entertainment, Custom creations, Lighting & Dance floor rentals, Officiant, liquor distributor, hotel/travel accommodations, stationery/prints, etc.
- Styling & Apparel Assistance-Scheduling dress shopping, Custom Suit tailors, fittings/alternation, accessory referrals, hair & make-up bookings, wedding party attire and glam.
- Creation of in-depth wedding timeline for all vendors
- Supportive timelines for key vendors for a more seamless experience.
  - Caterer, DJ, Photographer/Videographer
- Vendor contract review for potential oversights and accuracy
- Planning meetings between Clients and Planner as need without cap
- Coordinate with vendors to ensure services/products are provided in a timely manner as contracted
- Invitation wording and RSVP timeline support
- Ceremony program construction
- Schedule & attend all vendor meetings & site visits
- Budget management & payment schedules
- Provide advice and guidance regarding menu & bar; attend tasting/planning meetings



## DPT WEDDING DAY EXPERIENCE:

- DPT Wedding Planner for guests and vendor support
  - *Secondary Wedding Planner for Partial Planning and Full Service Only*
  - *Secondary Wedding Planner available for Month of Coordination for a fee*
- Receive & review deliveries and greet all vendors
- Vendor management and point of contact – Assist with questions, keep vendors on task and time, ensure all vendor commitments have been fulfilled
- Oversee floorplan and event layout
- Assess and manage any last-minute challenges
- Provide access to our emergency kit (stain remover, hairspray, safety pins, Band-Aids, scissors, deodorant, straws, snacks, Static Guard, sewing kit, and much more)
- Distribution of final payments and gratuities to vendors
- Set up of personal elements (i.e. guest signing item, unity candles, programs, favors, cake knife, toasting flutes, place cards, etc.)
- Final check and walk through of spaces to ensure it's ready for guests
- Distribute personal flowers including bouquets, corsages, and boutonnieres
- Greeting and directing of wedding guests
- Maintain & coordinate timeline for all events during the ceremony and reception
  - Directing the Ceremony Processional and Wedding Party Organization
  - Position and cue bride, groom, and wedding party for all important events
  - Coordinate entrances, speeches, toasts, special dances, cake cutting, etc.
  - Assist band or DJ in cueing important events (i.e., grand entrance, parents' dances, cake cutting, bouquet toss, etc.)
  - Manage couples' exit and custom elements (sparklers, glow sticks, bubbles, etc.)
- Collect wedding day items and give to designated person when reception ends
- Oversee the strike (breakdown and cleanup) of the venue at the end of the event

