

# BJ's Event Planning & Decorating

## Wedding Packages

### Full Planning Wedding Package (starting at \$2,500)

This package is for the bride that wants guidance from start to finish. It covers all of the details that go into making a wedding truly memorable.

The full planning wedding package includes :

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email availability during business hours
- At least three planning meetings between clients and planner
- Prepare a schedule/timeline and checklists
- Assist with site tours, selection and booking of ceremony and reception venues
- Assist with selecting a color scheme, theme and style of the wedding
- Assist with selection of wedding attire and accessories, accompaniment to fittings if desired
- Help with finding, negotiating, and booking suitable vendors. We will schedule appointments and accompany clients to up to three meetings per vendor category
  - Baker
  - Caterer
  - Florist
  - Musicians
  - Photographer
  - Rental Facilities
  - Videographer
  - Wedding Attire (bridal shops)
  - Officiate
  - Transportation
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about vendors services/products
- Assist with the choosing of invitations
- Assistance with tracking RSVP's and who will be attending
- Ceremony planning
- Prepare itineraries to be provided to vendors
- Final walk-through with client at selected sites month of the wedding
- Final timelines prepared the month of the wedding
- Final consultation with vendors the month of the wedding
- Final meeting covering all details with client, the month of wedding and the week prior to the wedding. This two hour planning meeting will include:
  - Ceremony planning, processional, recessional, placement

- Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
- Final walk-through with client at selected sites month of the wedding (meeting should include florist if possible)
- Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

This package also includes all items provided in the Month of Planning Package

### Partial Wedding Planning and Event Supervision (starting at **\$1,500**)

For the bride who may have already completed part of her planning and needs less help than a Full Package, but more than our "Month Of". This offering allows the bride a hands-on role in her planning with our professional assistance to guide her.

The partial planning wedding package includes :

- Initial consultation with the bride and groom, complimentary
- Unlimited phone and email availability during business hours (9:00 am - 8:00 pm)
- At least two planning meetings between clients and planner
- Prepare a bride and groom timelines and checklists
- Email reminders first of the month of what needs to be accomplished that month
- One visit to site of both wedding and reception to go over setup
- Assist with selecting a color scheme, theme and style of the wedding
- Provide a list of preferred vendors as needed for the bride to set appointments with
  - Baker
  - Caterer
  - Florist
  - Musicians
  - Photographer
  - Rental Facilities
  - Videographer
  - Wedding Attire (bridal shops)
  - Officiate
  - Transportation
- Two hour planning meeting one month before wedding which will include:
  - Ceremony planning, processional, recessional, placement
  - Preparation of rehearsal and wedding day itinerary as a timeline to be provided to client and vendors
  - Final walk-through with client at selected sites month of the wedding (meeting should include florist if possible)

- Collection and inventory of wedding items to be setup on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

This package also includes all items provided in the Month of Planning Package

### **Month of Planning Package (starting at \$800)**

We handle every detail so that the wedding party and family are relaxed and free to enjoy your biggest moment.

The month of planning package includes :

#### Rehearsal

- Consultations with bride and groom to find out information about their wedding and determine how they wish the wedding to flow
- Preparation of a rehearsal and wedding day itinerary
- Attendance and direction (coordinated with officiate) at the rehearsal (up to two hours)
- Final collection of wedding items at rehearsal to be set up on wedding day, such as candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

#### Wedding Day

- Check with vendors to confirm arrangements for the wedding day
- Attend overseeing and directing the ceremony and reception (up to 10 hours)
- Receive deliveries and greet vendor
- Make sure reception and ceremony areas are set up as you have planned
- Assist with handing out wedding flowers pinning on corsages, boutonnieres, etc.
- Make sure table numbers, place cards, programs, wedding favors are correctly placed
- Get wedding party in place to walk down the aisle. Making sure flowers are held correctly, timing is perfect, wedding dress trains are straight, etc.
- Help photographer get the pictures you want, making sure family members are available and in place for the photographer
- Make sure reception area is set up as planned, candles lit, DJ on schedule, etc.
- Arrange grand entrance
- Handle any problems that come up with caterer
- Make sure things are running on schedule
- Make sure all vendors receive final payments as needed
- Coordinate the collection of gifts received at wedding to be delivered to pre-arranged spot
- Collect guest books, cameras, personal items, etc. to be delivered to pre-arranged spot
- Make sure transportation is running on time

- Provide a stress free day for the bride and groom

### **Ask the Expert Planning (\$60.00 an hour with two hour minimum)**

This is the package for the bride, that doesn't know where to start or has made her own plans, believes she has everything handled, but would like an expert to go over everything with her. The planner will make suggestions on timelines, theme, vendors, and etiquette. This is perfect for the bride that wants the guidance of a wedding planner without purchasing a package. We will meet in the office and go over any questions you may have.

### **Additional Wedding Planning**

The following additional wedding planning can be provided at an extra fee which can add value and make your wedding extra special:

- Coordinate an engagement party
- Assist with booking accommodations for out-of-town guests
- Prepare a unique ceremony and vows
- Assist with planning wedding showers
- Purchase gifts for the wedding party
- Plan a rehearsal dinner/party

Send out thank you cards