



LR EVENTS

FULL WEDDING PLANNING PACKAGE

\$5,000 - \$7,000

- HELP SELECT ALL WEDDING VENDORS, INCLUDING BUT NOT LIMITED TO;
CEREMONY AND RECEPTION VENUE
MUSIC
CATERER (IF APPLICABLE)
FLORIST
PHOTOGRAPHER
- HELP NEGOTIATE VENDOR CONTRACTS FOR SELECTED VENDORS
- ATTEND AND SCHEDULE CLIENT / VENDOR MEETINGS
- HELP WITH MENU CREATION AND FOOD CHOICES
- CREATE DEDICATED GOOGLE DRIVE FOLDER FOR EASY ACCESS TO ALL EVENT RELATED DOCUMENTS (CONTRACTS, FLOOR PLANS, GUEST LISTS ETC.)
- CREATE AND MANAGE BUDGET SPREADSHEET (HOUSED IN GOOGLE DRIVE)
- USE ALLSEATED EVENT PLANNING SOFTWARE TO MANAGE RSVP'S, GUEST COUNTS, FLOOR PLANS, SEATING ASSIGNMENTS, ALLERGY NOTES AND MORE.
- CREATE CUSTOM VISION BOARD
- DESIGN WEDDING TABLESCAPES; INCLUDING BUT NOT LIMITED TO; FLOWERS, LINENS, PLACE SETTINGS, GLASSWARE, CHAIRS + MORE.
- BOOK WEDDING WEEKEND ACCOMMODATIONS (ROOM BLOCKS FOR GUESTS + TRANSPORTATION TO AND FROM CEREMONY/RECEPTION VENUE)
- ADVISE ON, AND HELP SELECT WEDDING INVITATION SUITE AND EXECUTE CORRECT WORDING, ETIQUETTE, VERBIAGE ETC.
- MANAGE TIMELINE LEADING UP TO WEDDING (I.E. WHEN TO ORDER SAVE THE DATES + INVITATIONS, WHEN TO HIRE EACH VENDOR, PICKING OUT RENTAL ITEMS, SENDING OUT INVITATIONS, FINAL COUNTS TO VENDORS + MORE)
- WALK THROUGH OF WEDDING REHEARSAL
- DAY OF ONSITE COORDINATOR;
POINT OF CONTACT FOR ALL VENDORS
MANAGE VENDOR ARRIVAL + DEPARTURE TIMES
OVERSEE VENDOR LOAD IN + LOAD OUT
MANAGE AND RUN SCHEDULE OF EVENTS
COORDINATE END OF NIGHT ITEMS; - DELIVER CARDS + GIFTS TO COUPLES
HOTEL ROOM (WHEN APPLICABLE)