



LR EVENTS

PARTIAL WEDDING PLANNING PACKAGE

\$3,200 - \$4,200

- HELP SELECTING 3 (THREE) WEDDING VENDORS, INCLUDING BUT NOT LIMITED TO;
 CEREMONY AND RECEPTION VENUE
 MUSIC
 CATERER / MENU SELECTIONS AND CREATION
 FLORIST
 PHOTOGRAPHER
 DESIGN
 INVITATIONS
 ACCOMODATIONS
 BUDGET + RSVP + GUEST LIST MANAGEMENT
- HELP NEGOTIATE VENDOR CONTRACTS FOR SELECTED VENDORS
- ATTEND AND SCHEDULE CLIENT / VENDOR MEETINGS FOR SELECTED VENDORS
- (IF SELECTED)** DESIGN WEDDING TABLESCAPES; INCLUDING BUT NOT LIMITED TO;
 FLOWERS, LINENS, PLACE SETTINGS, GLASSWARE, CHAIRS + MORE.
- (IF SELECTED)** ADVISE ON, AND HELP SELECT WEDDING INVITATION SUITE AND
 EXECUTE CORRECT WORDING, ETIQUETTE, VERBIAGE ETC.
- (IF SELECTED)** BOOK WEDDING WEEKEND ACCOMMODATIONS (ROOM BLOCKS FOR
 GUESTS + TRANSPORTATION TO AND FROM CEREMONY/RECEPTION VENUE)
- (IF SELECTED)** USE ALLSEATED EVENT PLANNING SOFTWARE TO MANAGE RSVP'S,
 GUEST COUNTS, SEATING ASSINGMENTS, ALLERGY NOTES AND MORE.
- (IF SELECTED)** CREATE AND MANAGE BUDGET SPREADSHEET (HOUSED IN GOOGLE
 DRIVE)
- (IF SELECTED)** CREATE CUSTOM VISION BOARD FOR DESIGN
- CREATE DEDICATED GOOGLE DRIVE FOLDER FOR EASY ACCESS TO ALL EVENT
 RELATED DOCUMENTS (CONTRACTS, FLOOR PLANS, GUEST LISTS 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