SIGNATURE PLANNING PACKAGE

12 months
$6,000

GENERAL:

- Venue Administrator will answer questions until 1 year mark when Planner is assigned
- Planner will handle all communications and questions
- Online Payments
- Guest Portal

VENUE:

- Indoor Furnishes Included
  - *Rectangles, Round Tables, High Tops*
  - *Ceremony & Reception Chairs*
- Getting Ready Suite
  - *Opens 9am the day of your event & closes at the time of your ceremony*
- Outdoor Furnishes Included
  - *Outdoor Gardens & Greenspace*
- Full Service Bar Set Up

DAY OF:

- Wedding Planner is onsite before you arrive & until after you leave
- Wedding Planner will coordinate the entire event (ceremony included)
- Sets up any Personal Decor and cleans up/packages up for transport
- Planner handles other vendor items
  - *Cake, Florals, Late Night Snack etc.*
- Planner Manages Vendors
- Manages Timeline
- Distribution of Gratuity
- Day of Errands
- Marriage License Management
- Vendor Liability Insurance Management

MONTHLY STRUCTURED APPOINTMENTS:

- Layout Consultation with with one of our Creative Designer *(30 Minutes)*
- Decor Consultation with one of our Creative Designer *(1 Hour)*
- Meet your Planner
- Planning Timeline
- Event Design
- Stationary
- Wedding Day Timeline Preparation
- Follow Up Appointment
- Wedding Day Timeline Creation
- Final Vendor Meeting
- Décor Design
- Seating Chart
- Final Review Meeting
- Ceremony and Final Details
- PLUS: Any other appointments needed

AMENITIES:

- Access to Wedding Day Kit
- Ultrasonic Jewelry Cleaner
- Steamed Head Table Linens
- Rehearsal Dinner Planning
  - *3 hours at event*
- 2 Guided Appointments with booked Vendors
  - *Planner Present*
- Vendor Contract Review
- Hotel Blocks - *Research/Management*
- Transportation Management with preferred partners
- Guest Bathroom Amenity Basket