

EVENTS by LEAH BROWN

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FULL SERVICES WEDDING PACKAGE

(Includes “Day of Wedding Package”)

This package is best suited for the couple that has little time to spare and would like to sit back, relax, and enjoy their engagement. You can rest assured knowing that the design of the event is cohesive and thoughtful, and no detail is missed.

- Free Initial Consultation**
- Unlimited access via phone and/or email**
- Five Scheduled Meetings to guide and review wedding details**
- Assistance with Design & Floor Plans**
- Comprehensive Checklists & Planning Timeline**
- Budget Planning, Implementation, and Management**
- Payment Schedules**
- Venue Scouting**
- Vendor Referrals/Recommendations & Access to Preferred Vendor List**
- Review of Vendor Contracts**
- Schedule and Attend Vendor Interviews & Meetings**
- Act as liaison between the couple and vendors**
- Create detailed Wedding Day Timeline/Itinerary**
- Distribute Timeline to all vendors**
- Confirm details and timeline with all vendors**
- Distribute final payments and gratuities to all vendors**

- Walk through venue to confirm layout and setup prior to wedding day preferably with couple and vendors when possible
- Coordinate any transportation necessary for the couple, wedding party, family, and guests
- Arrange Hotel Accommodations for Out-of-Town guests
- Assistance with the selection & execution of print materials such as Save-the-Dates, Invitations, Programs, Menus, Escort Cards, etc
- Assistance with Floor Plans & Table Seating Chart
- Assistance & Assembly with favors and hotel welcome gifts
- Assist with wedding-related errands
- Provide reminders & checklist of all personal items needed for wedding day
- Storage & Transportation for all wedding decorations and print materials
- Emergency Wedding kits will be made available
- Coordinate & Attend Ceremony Rehearsal
- Assistance with Rehearsal Dinner recommendations and coordination
- Complimentary Refreshments & Snacks provided for wedding party on the day of the event
- Full Day of Coordination for Ceremony & Reception
(Includes Set-Up, Management, Tear-Down/Clean Up)
- Collect & Transport all gifts and wanted decorations to desired location after reception

Additional Services are available upon request