

# ☀️ *Event Planning Services* ☀️

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## COMPLETE WEDDING PLANNING PACKAGE

- \*An initial consultation/lunch date    Our Treat!
- \*Weekly phone calls and/or emails leading up to the wedding day
- \*Creation of a wedding day timeline and schedule of events for your Wedding Day
- \*Attend Catering + Cake Tastings
- \*Attend one visit to rental company showroom
- \*Attend (2) site visits, if required
- \*Place and manage all rental orders
- \*Direct Ceremony Rehearsal
- \*Meet before wedding to exchange wedding day items
- \*Assist your vendors with set-up of ceremony site
- \*Direct and assist vendors with complete set-up of reception site
- \*Receive all deliveries/rentals at reception site
- \*Direct and assist vendors with site breakdown/clean up
- \*Make any necessary returns to vendors
- \*Emergency Wedding Kit
- 2,2
- \*Store and return any personal items, post wedding
- \*Complete Day-Of Coordination, including ceremony and reception (Approximately 12 hours of work)

Complete Wedding Planning Package: \$2,000

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## 'MONTH-OF' WEDDING PLANNING PACKAGE

This package is for couples that want to personally handle the entire scope of the wedding planning process themselves, but need a professional to execute all their hard work on the day of the wedding. When you choose our Day-Of Wedding Assistance package, we will carry out your plans smoothly and discreetly while handling any glitches that arise. We will make sure you can enjoy, relax, and spend time with guests on your big day, knowing that all of those behind-the-scenes tasks are being handled.

We understand that each couple's desires and needs for their wedding are different, therefore we will work with you to create a plan of action that best fits your needs. To determine what you will need from us, we will host an initial consultation to review what you have in mind. If we find that your needs are beyond the scope of the Day-Of Assistance Package, we'd be more than happy to offer our more involved coordination package.

### Initial Consultation

#### Access to our Preferred Vendors List

- (1) Site Visit, either at the beginning, middle, or end of the planning process

#### Assistance with creation and execution of timeline

Supervision and Execution of reception activities, such as bridal party intros, dances, toasts, cake cutting, etc.

Assistance with creation of venue layout; We will assist your vendors in setting up your reception according to your specifications

Placement of provided favors, escort cards, table numbers, toasting flutes, cake cutting set, guestbook, photographs, programs, etc.

#### Complete Coordination of Wedding Ceremony + Reception 8 hours of service day-of

Assist family and wedding party throughout the day

Pin boutonnieres/corsages and make sure that bridesmaids have bouquets at appropriate times

Coordinate grand exit for the newlyweds

Pack up gifts, leftover favors, personal items, etc., and give to designated family members/friends

You'd be amazed at how much time is spent wrangling certain people at certain times. Tracking down a missing groomsman as the ceremony is about to begin, finding Aunt so-and-so for family pictures, or locating the Maid of Honor when it's time for her toast. A day-of coordinator is in charge of making sure the right people are in the right place at the right time, as well as ensuring that everything *looks* perfect. Let Smash Events handle the minutiae so you can really enjoy every moment of one of the biggest days of your life!

**Month-of Planning Package: \$1,200**