## **Full Planning**

- Everything is the Day of Coordinator Package
- Assistance in all vendor selection & continued management
- · Organizing transportation and guest accommodations
- At least 1 ceremony site meeting and 1 reception site meeting
- Creation & management of wedding website, RSVP's, etc.
- Seating & Reception layout assistance
- Planning timeline & creation up until the day of your wedding
- Weekly & monthly unlimited meetings with Jennah

## Partial A' la cart Planning

- · Everything in the Day of Coordinator Package
- Custom creation of your perfect package
- You get to choose what is necessary for you from the full-service package
- Minimum of 5 meeting with Jennah
- This package is perfect for a bride who has a good grasp on most everything, just needs help in a few areas!
- Pricing will be determined by the number of add-ons from full-service package

## **Day of Coordinator**

- Custom day of timeline catered to your needs & rehearsal assistance
- Up to 3 meetings with Jennah 2 months before your wedding
- Jennah to confirm & coordinate with DJ to assure pronunciation of names, songs, and order of announcements
- Coordination with photographer to assure timeline accuracy
- Finalize table decor up to couples standards
- Will make sure guest book is out, signed, and to put card box in a secure location right before ceremony
- Provide a welcoming space & assist guests needs
- Directing wedding party, flower girls, & ring bearer when to walk. Final prep of the bride before she walks.
- I am essentially your person for the day. I am comfortable to go on coffee/food runs. I will escort unwanted guests out.
- This package is for the bride who simply wants the security of knowing all the little things are taken care of so she can fully soak in her wedding day

I am more than willing to be flexible with the addition/deletion of tasks that are not apart of your desired package. Custom package pricing will be final after being quoted

## For more information:

Email: btseplanning@outlook.com