

# Truly Yours

Our **Premium Wedding Planning** package is a full-scale service that designs your dream wedding based on your vision.

## **Wedding Vision: Definition + Execution**

- Define overall wedding concept including theme, style and color
- Incorporate theme, style, and color into all wedding elements
- Execute wedding day design, details and décor exactly as envisioned

## **Wedding Venue: Scouting + Location**

- Recommend and assist in selecting ceremony and reception venues
- Conduct several site visits to ensure venue meets required standards
- Establish and maintain communications with venue on-site manager

## **Wedding Design + Decor**

- Design general wedding ceremony and reception décor
- DIY design wedding-related items including: favors, tablescapes, gift bags, gift card box, wedding signage, etc.
- Design branded wedding stationery portfolio

## **Vendor Selection | Management | Communication**

- Recommend and assist with selecting all wedding vendors
- Communicate and meet regularly with vendors for status updates
- Manage vendors on wedding day to ensure services are rendered

## **Wedding Budget Management + Contract Negotiation**

- Establish and manage the overall wedding budget
- Review and negotiate contracts from vendors to ensure best deal possible
- Make cost-savings recommendations throughout planning process

## **Wedding Invitation Direct Mail Management**

- Design wedding invitations according to wedding style
- Direct mail wedding invitations
- Track and manage wedding guests RSVPs

## PREMIUM WEDDING PLANNING SERVICE



### **Client Consultation**

- Provide on-going advice and expertise on the wedding planning process
- Unlimited email/phone communications
- Set schedule for regular, in-person wedding progress meetings
- Give general direction and instruction in wedding planning process
- Provide feedback and suggestions on wedding-related issues

### **Wedding Etiquette + Protocol**

- Review proper wedding protocol and etiquette dictates
- Advise on proper response to general wedding protocol issues

### **Wedding Resources Organization + Management**

- Provide reference lists of top wedding web sites, TV shows, magazine, and local wedding expos
- Develop, manage and update wedding web sites and social media outlets

### **DAY OF COORDINATION**

- Manage the organization and flow of the entire Wedding Day
- Serve as point person on the wedding day for guests and vendors
- Set-up/break-down of venues
- Check-in vendors upon arrival at wedding site
- Ensure vendors have delivered on goods and services as contracted