



PERFECT PLANNING

AN EVENT PLANNING & MANAGEMENT COMPANY

At **Perfect Planning**, we want to help make sure your dream wedding is a success! We also know that your time is precious, so let your time become our time. From exquisite to exotic, our attention to detail will ensure that your wedding is truly a memorable celebration.

You'll enjoy peace of mind, knowing that we will be your one source of contact, serving as your facilitator, mediator, negotiator and money manager. It is our commitment to provide you with a complete array of services covering all facets of wedding planning that will turn your special day into a reality.

Perfect Planning offers a number of Wedding Packages, some of which are listed inside.

For additional packages and information, we encourage you to CONTACT US FOR A FREE CONSULTATION to assess how the services of our talented professionals can benefit your big day.

Satisfaction is Guaranteed!

Membership Affiliations:

- Board Member, The Association of Wedding Professionals (AWP)
- Association of Bridal Consultants (ABC)
- 2010 Bride's Choice Award
- Wedding Wire Rated 2010, 2009, 2008



Day of Wedding Package

TRINKET SERVICE

Every last detail of your wedding has been planned, but who is going to make sure that your plans are going to run smoothly... this is when you call a Professional to coordinate Your Day!

- ◆ Work with ceremony and reception site to confirm logistics of setup, menu preparation, and providing guest list to site
- ◆ Assist Bridal Client with preparation of itinerary/timeline for wedding ceremony and reception based on client plans
- ◆ Make all final payments to vendors which funds are provided by client, if needed
- ◆ Prepare timeline for wedding ceremony and reception events for vendors and wedding party
- ◆ Review checklist with client to make sure all equipment, material, and necessary items are complete for event
- ◆ Provide all vendors with an introductory correspondence to let them aware of my role and responsibility and their role and responsibility two weeks prior to wedding date
- ◆ Send message reminders to all vendors 1 week prior and 3 days before wedding date
- ◆ Provide up to 9 hours of coverage on wedding day, with 4 members of our team to staff your event
- ◆ Only (1) Two Hour Face to Face Consultation per month
- ◆ Email Access to Consultant
- ◆ 10 Phone Consultations
- ◆ Visit to venue sites to get layout of your event
- ◆ Pre-screen all vendors in reference to duties that were provided by you, the Client
- ◆ Providing rehearsal and wedding day supervision and direction
- ◆ Transport needed items from ceremony to reception
- ◆ Overseeing set-up on wedding day
- ◆ (1) Hour Wedding Rehearsal Review to make sure the day of service runs smoothly....NO design coordination involved, setup only
- ◆ Properly layout guest seating cards provided by client in alphabetical order
- ◆ Pack up wedding gifts at the end of the night to give to Client or designated person
- ◆ Place reception menu cards at each seating, if applicable
- ◆ Place wedding favors at the designated seating or placement per Client's instructions, at the reception site, if applicable
- ◆ Coordinate wedding party lineup at the ceremony, and reception site for introductions
- ◆ Be the point of contact on wedding day for the wedding party for questions or direction so that the Bride & Groom will have one less thing to do on wedding day



Weddings • Socials • Corporate Event Planning

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Celebrate! Entertain! Enjoy!

www.perfectplanningbytara.com

Wedding Packages

Platinum Package

Perfect Planning will become your Private Assistant, handling all details of your wedding. Services that are included, but not limited to the Platinum Package include:

- ◆ Unlimited face-to-face, phone and email consultations
- ◆ Design and theme development assistance
- ◆ Ceremony/reception site recommendations
- ◆ Establish and maintain wedding budget
- ◆ Vendor referrals and recommendations
- ◆ Scheduling and attending vendor meetings
- ◆ Review and negotiation of vendor contracts
- ◆ Maintain vendor payment schedule
- ◆ Ensure vendor deposits and final payments
- ◆ Administrative and logistical duties
- ◆ Wedding detail management and follow-thru
- ◆ Timeline and deadline development
- ◆ Supervision and direction of Wedding Rehearsal, Ceremony and Reception
- ◆ Oversee set-up on day of wedding
- ◆ Management, planning and set-up of venue site décor
- ◆ Coordinate hotel accommodations for bridal party and out-of-town guests
- ◆ Wedding Day Timeline (day of) for all wedding participants
- ◆ Send letters to members of bridal party with details of event
- ◆ RSVP Service (assemble and mail invitations, keep guest count – postage paid by client)
- ◆ Attend first and final bride and groom fittings
- ◆ Transportation of necessary items from ceremony to reception
- ◆ Coordinate, plan and set-up Engagement Party, Bridal Shower, Bridal Luncheon, Bachelor and Bachelorette Parties, Wedding Rehearsal (2 Hours), Rehearsal Dinner and Reception Activities
- ◆ Decoration of bride and groom hotel suites
- ◆ Transportation of bride/groom to scheduled appointments as necessary
- ◆ Bride & Groom Spa Service (pedicure and manicure)
- ◆ **Perfect Planning Invitation Printing Service** which includes invitations for Save-the-Date, Rehearsal Dinner, Bridal Luncheon, and Bachelorette and Bachelor Parties
- ◆ Offer guidance and advice
- ◆ Personal Assistant Shopping Service
- ◆ Non-Stop Personal Assistance

Gold Package

Ideal for the couple that has already planned a portion of the wedding, the Gold Package offers professional expertise to implement the details of their special day. Services include:

- ◆ Two (2) 2-hour face-to-face consultations per month
- ◆ Email access to consultant
- ◆ 25 Phone consultations per month
- ◆ Recommendation of three (3) quality vendors and service providers within each service category
- ◆ Scheduling and attending vendor meetings
- ◆ Review and negotiation of vendor contracts
- ◆ Maintain vendor payment schedule
- ◆ Ensure vendor deposits and final payments
- ◆ Administrative and logistical duties
- ◆ Timeline and deadline development
- ◆ Planning meetings with bride and groom
- ◆ Finalizing wedding details
- ◆ Supervision and direction of Wedding Rehearsal, Ceremony and Reception
- ◆ Oversee set-up on day of wedding
- ◆ Management, planning and set-up of venue site décor
- ◆ Coordinate hotel accommodations for bridal party
- ◆ Wedding Day Timeline (day of) for all wedding participants
- ◆ Send letters to members of bridal party with details of event
- ◆ Attend final bride and groom fittings
- ◆ Transportation of necessary items from ceremony to reception
- ◆ Coordinate, plan and set-up of one (1) of the following: Bridal Luncheon, Bachelor and Bachelorette Parties or Rehearsal Dinner
- ◆ Coordinate, plan and set-up Wedding Rehearsal (1 Hour) and Reception Activities
- ◆ **Perfect Planning Invitation Printing Service** for one (1) of the following: Save-the-Date, Rehearsal Dinner, Bridal Luncheon, or Bachelorette and Bachelor Parties, up to 50 copies
- ◆ Offer guidance and advice
- ◆ One (1) day of Personal Assistant Shopping

Silver Package

The Silver Package is for the couple that has planned their entire wedding but requests the services of a professional a couple of months before the wedding to ensure their big day is truly special. Services include:

- ◆ One (1) 2-hour face-to-face consultation per month
- ◆ Email access to consultant
- ◆ 15 Phone consultations per month (during normal business hours)
- ◆ Pre-screen all chosen vendors in reference to their duties
- ◆ Visit to venue site to acquire layout of event
- ◆ Confirm and coordinate information with all vendors
- ◆ Ensure final payments to vendors
- ◆ Oversee set-up on day of wedding
- ◆ Wedding Day Timeline (day of) for all wedding participants
- ◆ Attend final bride and groom fittings
- ◆ Transportation of necessary items from ceremony to reception
- ◆ Coordinate Wedding Rehearsal (1 Hour)
- ◆ Planning and set-up of venue site décor
- ◆ Coordinate Reception Activities
- ◆ **Perfect Planning Invitation Printing Service** for one (1) of the following: Save-the-Date, Rehearsal Dinner, Bridal Luncheon, or Bachelorette and Bachelor Parties

Additional Services...

Authorized dealer of "Carlson Craft" wedding invitations!

www.PerfectPlanning.cceasy.com

Consolidated Planning Services

Name Change Service thru MissNowMrs.com

Plus...the capabilities of Perfect Planning are not limited to weddings!

We can help you design, plan, manage and produce

Holiday Parties • Meetings • Happy Hours • Company Socials

Class Reunions • Birthdays • Intimate Birthdays • Charity Fundraisers

Anniversaries • Celebrations of All Types and More!

**Don't forget to check out our
Day of Wedding Package Trinket Service on the reverse!**

FAX 703.580.1595 • www.perfectplanningbytara.com • Email: tara@perfectplanningbytara.com

703.975.5759