



Signature Wedding Planning

Full Wedding Planning &
Wedding Day Management

pure expression events

What's Included?

Planning & Preparation

- Unlimited phone calls/video calls and e-mailing throughout entire planning process
- Access to an all-in-one wedding planning software
- Setting up preliminary itinerary/timelines
- Detailed task list through planning process
- Timeline planning and timeline management throughout the planning process
- Style, theme and concept design
- Management of rental orders or purchases, oversee delivery, placement and return
- Creation of a detailed wedding day timeline & floor plan for you and vendors
- Assist with etiquette questions
- Advise on French customs and culture in regards to weddings and events
- Assistance with ceremony planning
- Assistance with planning rehearsal dinner and day after Brunch/BBQ

Venue & Vendor Management

- Sourcing venue that fit your specific criteria
- Attendance at venue site visits or site visit in your absence
- Management of all details related to your venue
- Sourcing quality vendors and materials tailored to suit your style and budget. For example:
 - Caterer
 - Photographer/Videographer
 - DJ/Band/Musicians
 - Church/Celebrant
 - Rentals – Chairs, Tables, Decor, etc.
 - Florist / Décor
 - Lighting & Atmosphere
 - Bridal hair & make-up
 - Security/Welcome Staff
 - Vehicle rental and group transportation
- Arranging for, meetings with to selected vendors
- Attendance at vendor appointments when necessary
- Reviewing all vendor contracts
- Managing vendors and materials that you have already booked or hired
- Create customized timelines and logistics documents for each vendor
- Sourcing vendors for rehearsal dinner and day after Brunch/BBQ

still more...

Budget & Payment Services

- Development of budget based on expectations and requirements
- Tracking vendor deposits, payments and due dates

Guest Services

- Assistance with securing lodging for out-of-town guests
- Help with creating a guest itinerary with sightseeing options and activity suggestions
- Communication with appropriate family members, friends, bridesmaids, groomsmen if required
- Access to special discount code for rental cars

Full Wedding Management & Coordination on the Day

- 12 hours of wedding day coverage - minimum
- Assistant Coordinator on the day
- Supervise set up of the ceremony area. Work with officiate, sound operator, vocalists, musicians, etc. On cue.
- Act as contact for flower delivery, pin corsages and boutonnieres, distribute to wedding party and family members
- Provide assistance to the couple, their wedding party and immediate family
- Instruct attendants of their duties and provide seating instructions for ushers
- Organize wedding party for ceremony processional
- Inventorying and collection of all wedding accessory items
- Supervision of reception set up – décor, place cards, guest book, special objects or photos, cake stand, favors, etc. and also be certain the tables are organized the way you designed them with correct number of chairs, favors, etc. before guests arrive
- Assist DJ/Band with timing and grand entrance, and assist members of the wedding party in assembling for speeches, dances, etc
- Coordination of events at reception (infos, first dance, speeches, toasts, parent dances, cake cutting)
- Oversee all vendor commitments and ensure they are fulfilled to your standards, distribute final payments and gratuities
- All other tasks which I deem necessary to ensure that your wedding day goes as you planned
- Relieving the couple of stress!

Investment

from 4.500 Euros