

Wedding Services Checklist

PLANNING

- Ceremony Site Recommendations
- Ceremony Venue Management
- Reception Site Recommendations
- Reception Venue Management
- For Private Home Weddings, Take on Venue Manager Role Throughout Planning Process
- Set Up Venue Tours and Meetings
- Schedule and Manage Site Inspections with Tent Techs, Electricians, Plumbers, Restroom Techs, Lighting Techs, etc.
- Rehearsal Dinner and/or Brunch Venue Recommendations
- Rental Ordering and Management (Including Tents)
- Complete Vendor Referrals
- Partial Vendor Referrals (categories needed _____)
- Schedule Vendor Appointments and Meetings
- Provide List of Questions for Vendor Meetings
- Attendance at Vendor Meetings
- Complete Coordination and Management with Contracted Vendors
- Wedding Website Creation & Content Management
- Regular Progress Meetings
- Budget Construction
- Budget Management
- Create and Manage Vendor Payment Schedule
- Provide Checklists for Couple to Follow throughout Planning Process
- Detailed Wedding Day Schedule
- Complete Management of Wedding Day Transportation (Booking through Execution)
- Obtain all necessary city/town permits and police detail needed for pre-ceremony baraat
- Guidance on Etiquette
- Contract Review
- Contract Negotiations
- Guest Accommodation Recommendations
- Set Up Hotel Room Blocks
- Bridal Luncheons, Spa Day, etc. Recommendations
- Source All Necessary Wedding Materials
- Conflict Management and Resolution Assistance
- Ceremony Rehearsal Management
- Complete Wedding Day Management
- Unlimited Email Access to Consultant
- Reasonable Number of Phone Calls (weekly or bi-monthly calls will be at an additional fee)
- RSVP Management
- Payment Reminders
- Ongoing Wedding Consultation and Advice
- Assisting with selection of wedding attire and accessories
- Provide Proper Information on How to Obtain a Marriage License in Town/State of Planned Ceremony
- Customize Room Layouts with Venue
- Create Proper Seating Lists
- Direct the processional, recessional and receiving line
- Collect , Lock up and Deliver the Cards and Gifts Received by the Couple at the Wedding
- Manage Rehearsal Dinner or Sangeet Plans
- On-Site Management for Rehearsal Dinner or Sangeet
- Manage Post-Wedding Brunch
- On-Site Management for Brunch
- Recommend Bridal Boutiques
- Provide Guest List Spreadsheet Template
- Schedule Hair and Makeup Trials
- Create a Vendor Contact List for Couple Which will be Shared with All vendors working on their wedding
- Assist with Tasting Menu and Wedding Dinner Menu
- Deliver Final Timeline to All Vendors at Least One Week Prior to Wedding
- Assist Photographer with Orchestrating the First Look
- Distribute Any Final Remaining Payments to industry professionals if needed
- Oversee and manage wedding day installation
- Pin flowers on groomsmen, parents, and distribute bouquets to attendants
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DESIGN SERVICES

- Wedding Design and Concept Planning
- Assisting with selecting a color scheme, theme and style of the wedding
- Attendance at Rental Showroom Appointments and Floral Design Meetings
- Manage Outside Designers
- Manage All Lighting Brought in for the Wedding
- Assistance with Save the Dates - Design and Wording
- Assistance with Invitation Design and Ordering
- Design/Order Favors
- Hotel Welcome Baskets (price per bag will be separate)
- Assistance with Design and/or Ordering Ceremony and Reception Paper Materials
- Restroom Amenity Baskets
- Ceremony Items (Unity Candle, Holder, Flowergirl Baskets, Mazel Tov Glass, Kiddush Cup, Unity Sand, Runners, Toss/Departure)
- Manage All Rentals from Linens to Chairs to Furniture and More
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