VICTORIA ANN
Events

PACKAGES

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Contents

1 FULL SERVICE PLANNING AND DESIGN

3 PARTIAL PLANNING AND DESIGN

5 MONTH OF SERVICE

Full Service Planning and Design

This Package is for the Couple who wants the fairytale ending.
We will take care of every detail, even the ones you haven't thought of yet.

Event Conception

☐ Detailed Design Options with an overall vision of the wedding
☐ Create a cohesive style throughout your wedding
☐ Infuse personal touches for a truly unique wedding experience
☐ Customized wedding Planning Guide and Wedding Checklist

Budget and Maintenance

☐ Budget Creation and Implementation
☐ Track Deposits Payments and update Budget information throughout planning process
☐ Handle all Final Payments and Gratuities to Vendors day of Wedding

Venue and Vendor Selection and Coordination

☐ Provide you with Preferred Vendor List with recommendations that are catered to your wedding
☐ Research and secure Venues
☐ Review and Negotiate Contracts Accordingly
☐ Arrange and accompany you on site inspections and vendor meetings
☐ Schedule tasting meetings and assist in menu selection
☐ Plan, Manage and set-up Rehearsal Dinner

Destination Management

☐ Recommend Hotel Accommodations for your guests
☐ Negotiate Room block Rates
☐ Coordinate Transportation for Wedding Party and Guests
☐ Communicate all information to guests regarding rooms and transportation

Wedding Attire

☐ Schedule and Coordinate Bridal Gown Appointments and Fittings
☐ Schedule Grooms Fitting
☐ Secure and Coordinate all Groomsman and Bridesmaids, Flower Girls, and Ring Bearers have ordered and are fitted for wedding day attire
☐ Secure and Coordinate wedding day hair and make-up, create schedule and distribute to Bridesmaids
☐ Secure and Coordinate Barber for Groom and Groomsman

Décor, Flowers and Lighting

☐ Suggest Floral design options to translate the overall look and feel of the wedding
☐ Suggest Linens to translate the style of the wedding
☐ Suggest lighting to enhance the venue selection as needed
☐ Coordinate all vendors and contracts to implement design

Invitations, Programs, Menus, Welcome Bags, and Wedding Favors

☐ Coordination of Save the Date and Invitations
☐ Etiquette advisement
☐ Suggestion of Calligrapher
☐ Assembly of Invitation and mailing (postage not include)
☐ Assistance with creating and printing of all printed materials, for example: Menu Cards, Programs, Welcome Letters
☐ Suggestion of Wedding Favors
☐ Package and Wrap all Wedding Day Gifts for Bridal Party and Parents
☐ Suggest and Create Welcome Bags for guests

Seating and RSVP Management

☐ Create Seating Layout that makes sense for the space and for you.
☐ Create personalize follow-up for attendees who have not responded
☐ Assist with table seating assignments for escort cards

Planning and Logistics

☐ Be the central contact for all wedding details and services
☐ Attend and coordinate all vendor meetings to ensure your vision is coming to life
☐ Oversee the collection of all necessary insurance certificates as needed
☐ Coordinate all vendors load-in, set-up, breakdown and load-out
☐ Confirm and finalize all vendor details
☐ Marriage License Information and Name Change Information
☐ Create Wedding Day Timeline and Itinerary for all vendors and Bridal Party Members
☐ Supervise all vendors are meeting expectations and going beyond
☐ Distribute Timeline and all as needed details for vendors of the wedding day
☐ Coordinate Wedding Party so they are ready on time and in the proper locations for Ceremony and Reception
☐ Suggest Ceremony Music Selection and Reception Key songs

On- Site Management

☐ Oversee all major wedding activities
☐ Make sure you and your families are well taken care of and are informed of wedding day activities at all times
☐ Organize the Wedding Party
☐ Oversee set-up of ceremony and reception
☐ Greeting your guest and getting them seated in a timely manor
☐ Ensure musicians are ready for perfect timing
☐ Coordination of Professional Photos
☐ Coordinate timing of your entrance to the reception and all speeches, toasts, cake cutting, etc. are done in a timely manor

Post-Wedding Wrap-Up

☐ Gather all gifts, décor, leftover favors, guest book, and take to a secure location or locate your appointed family member

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Starting at $6,500

Partial Planning and Design

This is the Middle package for the Couple who wants to do a lot of the planning themselves but don't know where to start or where to finish. Wherever you are in the process this is a great option for you.

Event Conception

☐ Detailed Design Options with an overall vision of the wedding
☐ Create a cohesive style throughout your wedding
☐ Infuse personal touches for a truly unique wedding experience
☐ Customized Wedding Checklist

Budget and Maintenance

☐ Budget Creation and Implementation
☐ Track Deposits Payments and update Budget information throughout planning process
☐ Handle all Final Payments and Gratuities to Vendors day of Wedding

Venue and Vendor Selection and Coordination

☐ Provide you with Preferred Vendor List with recommendations that are catered to your wedding
☐ Review and Negotiate Contracts Accordingly
☐ Rehearsal Coordination up to 2 ½ hours

Destination Management

☐ Recommend Hotel Accommodations for your guests
☐ Negotiate Room block Rates
☐ Coordinate Transportation for Wedding Party and Guests
☐ Communicate all information to guests regarding rooms and transportation

Décor, Flowers and Lighting

☐ Coordinate all vendors and contracts to implement design

Invitations, Programs, Menus, Welcome Bags, and Wedding Favors

☐ Assembly of Invitation and mailing (postage not include)
☐ Assistance with creating and printing of all printed materials, for example: Menu Cards, Programs, Welcome Letters
☐ Suggestion of Wedding Favors
☐ Suggest Welcome Bags for guests

Seating and RSVP Management

☐ Create Seating Layout that makes sense for the space and for you

Planning and Logistics

☐ Be the central contact for all wedding details and services day of Wedding
☐ Oversee the collection of all necessary insurance certificates as needed
☐ Coordinate all vendors load-in, set-up, breakdown and load-out
☐ Confirm and finalize all vendor details
☐ Create Wedding Day Timeline and Itinerary for all vendors and Bridal Party Members
☐ Supervise all vendors are meeting expectations and going beyond
☐ Distribute Timeline and all as needed details for vendors of the wedding day
☐ Coordinate Wedding Party so they are ready on time and in the proper locations for Ceremony and Reception

On- Site Management

☐ Oversee all major wedding activities
☐ Make sure you and your families are well taken care of and are informed of wedding day activities at all times
☐ Organize the Wedding Party
☐ Oversee set-up of ceremony and reception
☐ Greeting your guest and getting them seated in a timely manor
☐ Ensure musicians are ready for perfect timing
☐ Coordination of Professional Photos
☐ Coordinate timing of your entrance to the reception and all speeches, toasts, cake cutting, etc. are done in a timely manor

Post-Wedding Wrap-Up

☐ Gather all gifts, décor, leftover favors, guest book, and take to a secure location or locate your appointed family member

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Starting at $4,500

Additional services are available for an additional charge

Month of Service

This package is for the Couple who has the Wedding Day planned but wants to enjoy themselves on the day of the Wedding and leave day-of coordination to the Pros!

☐ Meet with you (1) month prior to wedding for (2) hour consultation to discuss needs and wants for your wedding day to go seamlessly
☐ We will construct a detailed event timeline to ensure all vendors; Bridal Party and Family are informed of events and timing
☐ We will also collect any vendor contracts and contact the vendors directly to distribute timelines and answer any last minute questions
☐ On the day of your wedding we will oversee the set-up to your requirements and floor plans

☐ This plan also includes direction during your Rehearsal
☐ Our Coordinator will be with you throughout your Wedding day (up to 8 Hours)
☐ We will manage the ceremony and reception to make sure you have the most enjoyable Wedding Day with your spouse and guests
☐ We will confirm all gifts are in a secured location at the end of your reception and all tips/gratuities have been taken care of

Starting at $1,850

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