



Casablanca

partial planning

With our "Casablanca" package you have a date with fate. This package is for the couple who wants some professional collaboration, and guidance. In our initial consultation we will discover the vision for your day. We then provide you vendor options, assist with the planning, attend vendor meetings, coordinate, decorate and direct your wedding and reception.

This package can also be customized to fulfill all yours needs.

- Unlimited communication through email and phone
- 5 face to face consultations with bride and groom
- Prepare your specific budget
- Provide etiquette guidance
- Assist with all wedding vendors
- Vendor Referrals or Pre-screen wedding vendors
- Attend 3 vendor meetings of couples choice
- Review vendor contracts
- Follow-up with vendors on any changes
- Provide vendor payment reminders
- Distribution of final payments to vendors
- Prepare timeline and checklist of events for ceremony and reception
- Coordinate all reception activity (bouquet/guarder toss etc.)
- Direct rehearsal (up to 2 hours)
- Assist with Hotel accommodations for out of town guest
- Deliver engagement and wedding announcements to newspaper of choice*
- Assist with obtaining marriage license
- Distribute and pin wedding flowers
- Create room and ceremony layout
- Ceremony programs
- Transport needed items from ceremony to reception
- Wedding favor assembly
- Organize and set up any photos, meal and/or place cards, bridal portrait, goblets, cake cutting items, guest book
- Decorate ceremony and reception site*
- Supervise all vendor arrivals and deliveries
- Facilitate Bride and Groom departure
- Have snack packed and prepared by caterer
- Load gifts and décor left after reception in designated car
- Ensure clean up is completed
- Troubleshoot when needed