



Wedding Packages

The Buckingham Package

This full service wedding package is recommended for couples that need guidance from all aspects to create the wedding of their dreams. It is also ideal for couples that have busy schedules and do not have the time required to plan and design their wedding. This service covers every aspect of your event from initial concept design and budget through the logistics of the big day. We conduct detailed research for you and work with you to determine the best options and assist you with every detail in a 5- phase project management format, so you can remain calm, relaxed and actually enjoy the planning process. We manage your entire event so you and your family can be a guest at your own Wedding!

Initiation Phase

Prior to contracting, we will...

- Provide Complimentary Consultation with Bride and Groom to understand expectations (approx. 15-30 mins)

Planning Phase

After we are contracted we will...

- Schedule in-person planning sessions & provide communication and support via phone and email
- Assist with Budget development and management
- Begin tracking deposits, payments due and final balances
- Assist with research, selection and booking Ceremony/ Reception Venue
- Provide Assistance and execution of Event Design, theme and Décor concept development (based on vendor selection)
- Suggest bridal wear according to personal style, figure and theme of the wedding
- Review vendor contracts and monitor vendor obligations
- Determine availability and negotiation of discount rates for hotel room blocks
- Manage and Assist with Vendor relations, appointments, contract negotiation
- Recommend Professionals (e.g. baker, caterer, florist, officiant, photographer, videographer, musicians, etc.)
- Handle emails and meetings with vendors necessary to plan all details
- Advise on wedding traditions, etiquette and protocol
- Assist with Management of the guest list
- Assistance with all wedding stationary including Save the Dates, Invitations, RSVPs, Place Cards, Menus, Programs, etc.
- Final walk through (Ceremony and Reception sites)
- Guidance with information to obtain marriage license and name change
- Assist with Scheduling of hair and makeup for bride wedding day
- Assist with Scheduling and attendance to bridal portrait (if desired)
- Development of floor plan and seating chart for wedding day
- Attend design vendor preliminary/planning meetings (actual number based on needs)
- On-going exchange of décor ideas and signature details
- Ensure design cohesiveness; assist with: linen selection & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
- Logistics planning; on-site visits
- Assist with Planning of ceremony and reception schedules, seating charts, processional and recessional
- Assistance with selection & planning of rehearsal dinner location and arrangements
- Menu tasting and assistance with menu selections and details
- Creation/distribution of wedding day itinerary to bridal party and professionals
- Reception Scripting for Emcee (if desired)
- Final vendor confirmations and distribution of driving directions

Execution/ Monitoring & Controlling Phases

On the day of the wedding we will . . .

- Distribute wedding day schedule and timeline for bridal party and family
- Provide detailed wedding day timelines for wedding vendors, venue and banquet staff
- Work collaboratively with vendors to setup ceremony as agreed upon prior to date of wedding
- Work with vendors to set up/decorate reception area as agreed upon prior to date of wedding
- Set up guest book, place cards, engagement photos, bridal portrait, menus, candles, favors, etc. at reception site
- Supervise of all vendor delivery and set up on day of wedding at ceremony and reception site
- Assist bride and wedding party in dressing room prior to ceremony
- Organization and distribution of all wedding flowers (i.e. corsages, boutonnieres, bridal party bouquets, bride bouquet)
- Provide “Behind the Scene” event management and troubleshooting
- Coordinate the timing of ushers, attendants, bride and groom with the program
- Assist the photographer with order of pictures after the ceremony
- Coordinate of presentation of the bride and groom
- Coordinate the entertainment and work with emcee/DJ to announce key events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Monitor specially requested photographs and videography during the reception
- Distribute any “day of gratuities/payments” to the necessary vendors
- Supervise bride and groom exit and distribute exit favors (i.e. sparklers, bubbles, lanterns, etc.) to guests

Closing Phase

After the wedding we will...

- Return of all specified personal items to the family at the end of the evening (i.e. gifts, cake topper and top of cake, bride’s bouquet, couple’s toasting glasses, cake serving utensils, etc.)
- Event Tear Down

Price \$3,000.00

The Westminster Package (Partial Planning)

Our Partial Planning package is a hybrid package designed for brides that need us to guide them through the most difficult parts of the wedding planning process. We'll recommend the best vendors for you, develop a detailed design plan with innovative concepts that reflect your style and personality. We will manage the day-of the wedding. Plus, we are there to create timelines and checklists with you that ensure you are fully ready for the big day! This package is ideal for couples who already have their venue selected, and have some of the major things underway (i.e. themes, colors, some design concepts, etc.) but need helping wrapping up the loose ends to make this the day of your dreams.

Initiation Phase

Prior to contracting, we will...

- Provide Complimentary Consultation with Bride and Groom to understand expectations (approx. 15-30 mins)

Planning Phase

After we are contracted we will...

- Schedule in-person planning sessions & provide communication and support via phone and email
- Assist with Budget development
- Provide Assistance and execution of Event Design, theme and Décor concept development (based on vendor selection)
- Recommend Professionals (e.g. baker, caterer, florist, officiant, photographer, videographer, musicians, etc.)
- Advise on wedding traditions, etiquette and protocol
- Final walk through (Ceremony and Reception sites)
- Guidance with information to obtain marriage license and name change
- Development of floor plan and seating chart for wedding day
- Attend design vendor preliminary/planning meetings (actual number based on needs)
- On-going exchange of décor ideas and signature details

- Ensure design cohesiveness; assist with: linen selection & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
- Logistics planning; on-site visits
Assist with Planning of ceremony and reception schedules, seating charts, processional and recessional
- Creation/distribution of wedding day itinerary to bridal party and professionals
- Reception Scripting for Emcee (if desired)
- Final vendor confirmations

Execution/ Monitoring & Controlling Phases

On the day of the wedding we will . . .

- Distribute wedding day schedule and timeline for bridal party and family
- Provide detailed wedding day timelines for wedding vendors, venue and banquet staff
- Work collaboratively with vendors to setup ceremony as agreed upon prior to date of wedding
- Work with vendors to set up/decorate reception area as agreed upon prior to date of wedding
- Set up guest book, place cards, engagement photos, bridal portrait, menus, candles, favors, etc. at reception site
- Supervise of all vendor delivery and set up on day of wedding at ceremony and reception site
- Organization and distribution of all wedding flowers (i.e. corsages, boutonnieres, bridal party bouquets, bride bouquet)
- Provide “Behind the Scene” event management and troubleshooting
- Coordinate the timing of ushers, attendants, bride and groom with the program
- Coordinate of presentation of the bride and groom
- Coordinate the entertainment and work with emcee/DJ to announce key events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Distribute any “day of gratuities/payments” to the necessary vendors
- Supervise bride and groom exit and distribute exit favors (i.e. sparklers, bubbles, lanterns, etc.) to guests
- Event Tear Down

Closing Phase

After the wedding we will...

- Return of all specified personal items to the family at the end of the evening (i.e. gifts, cake topper and top of cake, bride’s bouquet, couple’s toasting glasses, cake serving utensils, etc.)

Price \$2,000.00

The Hyde Park Package (Day of Coordination)

This “Day of Wedding” Package is recommended for couples that may have already planned their wedding and taken care of the major details but need guidance and facilitation for the actual wedding date. This service covers the actual execution of all your thoughts/plans. Yes, we know there are lots of bridal guides and DIY articles that are very empowering and helpful. They have gotten you pretty far along in the planning process and even though your amazing family/friends said they will all pitch in to help out the fact is you will need someone to handle all the details for the “big day” so you can focus on being fabulous! We work with you to determine the best options and to accommodate your existing plans with a 5- phase project management format so that you can remain calm and relaxed. We can facilitate things so you and your family can truly be a guest at your own Wedding!

Initiation Phase

Prior to contracting, we will...

- Provide Complimentary Consultation with Bride and Groom to understand expectations (15-30 mins)

Planning Phase

After we are contracted we will...

Planning

- Provide communication and support via phone and email relating to your existing plans
- Develop, Update & Manage Event Timeline
- Advise on wedding traditions, etiquette and protocol
- Ensure that Décor & Design Plan for specified areas that are agreed to { i.e. cake table, guestbook table, gift table, head table/sweetheart table etc.}

- Provide you with “To-Do List” of things that you have to do prior to event
- Recommend Professionals that you do not have contracted already (e.g. baker, caterer, florist, officiant, photographer, videographer, musicians, etc.)
- Schedule Final Event Timeline & Details Meeting
- Guidance with information to obtain marriage license and name change

Logistics/Vendors

- Ceremony and Reception site walk-thru (Clients must secure location(s))
- Assist in execution of Ceremony flow & formation
- Coordinate delivery/setup logistics with venue & vendors
- Distribute & Review approved Event Timeline
- Creation/distribution of wedding day itinerary to bridal party and professionals
- Obtain final vendor confirmations

Rehearsal Coordination

- Orchestrate/Direct Ceremony Rehearsal (or provide to the support church/facility coordinator)
- Distribute and review Event Timeline with Wedding Party during rehearsal

Execution/ Monitoring & Controlling Phases

On the day of the wedding we will . . .

- Provide wedding day timelines for wedding vendors, venue and banquet staff
- Work collaboratively with vendors to setup ceremony/reception as agreed upon prior to date of wedding
- Set up guest book, place cards, engagement photos, bridal portrait, menus, candles, cake toppers/cutters, favors, etc. at ceremony/reception site
- Supervise all vendor delivery and set up on day of wedding at ceremony and reception site
- Organization and distribution of all wedding flowers (i.e. corsages, boutonnieres, bridal party bouquets, bride bouquet)
- Provide “Behind the Scene” event management and troubleshooting
- Coordinate the timing of ushers, attendants, bride and groom with the program
- Coordinate the entertainment and work with emcee/DJ to announce key events (first dance, dances with family, champagne toasts, cake cutting, bouquet toss, etc.)
- Distribute any day of gratuities/payments to the necessary vendors
- Supervise bride and groom exit and distribute exit favors (i.e. sparklers, bubbles, lanterns, etc.) to guests
- Event Tear-down

Closing Phase

After the wedding we will...

- Return of all specified **personal** items to the family at the end of the evening (i.e. gifts, cake topper, and top of cake, bride’s bouquet, couple’s toasting glasses, cake serving utensils, etc.)

Pricing \$1,500.00