

1/3 STUDIOS

DAY OF COORDINATION PACKAGE

This package is designed for the couple who has booked all of their vendors and have made plans but need us to manage all of the details and be the second pair of eyes for your remaining “to-do” list. We will make sure all of your plans are executed the way you envisioned on the day of your wedding!

PRE-WEDDING DAY

UNLIMITED EMAIL AND PHONE COMMUNICATION DURING 3 MONTH PERIOD FROM WEDDING DATE
REVIEW VENDOR CONTRACTS EXECUTED AND SIGNED BY CLIENT
REVIEW VENUE/ CATERER'S BANQUET EVENT ORDERS
CREATE DETAILED TIMELINE OF WEDDING DAY EVENTS
FINAL WALK THROUGH OF VENUE
EVENT LAYOUT RECOMMENDATIONS
CONTACT SERVICE PROVIDERS/ VENDORS FOR CONTRACT CONFIRMATION THE WEEK OF THE WEDDING
COMMUNICATE LOGISTICS AND VENUE POLICIES TO VENDORS FOR SET UP AND TEAR DOWN
CONDUCT CEREMONY REHEARSAL WITH OFFICIANT

ON THE DAY

WE OPERATE AS THE POINT PERSON FOR ALL VENDORS
COMMUNICATE AND MANAGE BANQUET STAFF WITH SET UP REQUIREMENTS
SOUND CHECK WITH DJ/ BAND
SET UP SEATING ASSIGNMENTS, MENUS, FAVORS, GUEST BOOK, GIFTS ETC.
ASSIST MC WITH CEREMONIAL EVENTS
PREPARE AND DISTRIBUTE FINAL PAYMENTS AND GRATUITIES TO VENDORS
FACILITATE EVENT BREAK DOWN AND WRAP UP

ASSISTED PLANNING & COORDINATION PACKAGE

This being our most popular package, it is designed for the couple looking to have a hands on approach with their wedding plans but want guidance with the planning process along with the development & execution of an original design & concept.

Includes everything in the "Day of Coordination Package" plus the following:

PRE-WEDDING DAY

UNLIMITED EMAIL AND PHONE COMMUNICATION FROM DAY OF BOOKING TO DAY OF WEDDING

VENDOR REFERRALS BEST SUITED FOR CLIENT'S STYLE AND NEEDS

ASSISTANCE WITH BUDGET PLANNING

ASSISTANCE IN ESTABLISHING EVENT STYLE/ THEME/ COLOR PALETTE, INCLUDING A CUSTOM INSPIRATION BOARD

DESIGN CONCEPT PROPOSALS FOR TABLESCAPE, FURNITURE VIGNETTES, DESSERT STATION, CUSTOM INSTALLATION PROPOSALS, LIGHTING AND OTHER EVENT DESIGN DETAILS.

SET UP & ATTEND MEETINGS WITH THE FOLLOWING VENDORS (UP TO 3 MEETINGS PER VENDOR CATEGORY): *Stationery, Florist & Linen Rental*

ADVISEMENT WITH RENTAL ORDERS FOR CLIENT'S SUBMISSION

1 VENUE VISIT IN ADDITION TO FINAL WALK-THROUGH VISIT TO RECOMMEND DESIGN & LAY OUT OPTIONS

MEET WITH CATERER/ VENUE CATERING MANAGER TO DETAIL EVENT

FULL SERVICE PLANNING & COORDINATION PACKAGE

This package is designed for the couple seeking someone to take them through the entire planning process with unlimited professional advice. This couple wants 1703 Event Studios to assemble a team of vendors best suited for their special day and with a large focus on design & style.

Includes everything in "Day of Coordination Package" & "Assisted Planning & Coordination Package" plus the following:

PRE-WEDDING DAY

WEEKLY CONSULTATIONS AS NEEDED

TIMELINE CREATED FOR ENTIRE WEDDING WEEKEND EVENTS FOR VENDORS, FAMILY & GUESTS INVOLVED

VENDOR REFERRALS ALONG WITH RESEARCH AND CONSULTATIONS WITH ALL VENDORS

VENUE RESEARCH & SELECTION

SET UP & ATTEND ALL MEETINGS WITH VENDORS (*Caterer, Venue, Stationery, Florist, Photographer, Videographer, DJ, Musicians, Linens, Chairs, China, Cake/ Dessert*)

PROPOSE EVENT DESIGN/ THEME/ COLOR PALETTE CONCEPTS, INCLUDING CUSTOM INSPIRATION BOARDS FOR ALL DESIGN ELEMENTS (*including tablescape, furniture vignettes, dessert station, custom installation proposals, lighting and other event design details.*)

FACILITATE TABLE DESIGN MOCK UP WITH VENDORS

PLACE ALL RENTAL ORDERS IF NEEDED

REVIEW ALL PROPOSALS AND CONTRACTS BEFORE CLIENT SIGNATURE

PRESENT & SELECT FAVORS, GIFTS, WELCOME BASKETS CONCEPTS ETC.

RESEARCH AND ARRANGE HOTEL ACCOMMODATIONS FOR TRAVELING GUESTS, SET UP ROOM BLOCK & TRAVEL ARRANGEMENTS FOR WEDDING DAY

A LA CARTE SERVICES

BUDGET MANAGEMENT

WEDDING DAY TIMELINE

WEEKEND ITINERARY

VENDOR RECOMMENDATIONS

ATTEND VENDOR SELECTION MEETINGS

CONTRACT/ PROPOSAL REVIEW

BANQUET EVENT ORDER REVIEW

VENUE WALK THROUGH/ LAY OUT PLANNING

EQUIPMENT RENTAL MANAGEMENT

TRANSPORTATION/ VALET COORDINATION

DESIGN CONCEPT & EXECUTION

ART/ DISPLAY INSTALLATIONS

REHEARSAL COORDINATION

REHEARSAL DINNER COORDINATION

WELCOME DINNER COORDINATION

GUEST ACCOMMODATIONS

WELCOME BASKETS FOR GUESTS

MORNING AFTER BRUNCH RECEPTION

RSVP SERVICE

BRIDAL SHOWER