

Yasmen Katrina Events

& WEDDING PLANNING

Partial Planning

WHAT'S INCLUDED?

- Eight (8) - consultation sessions including Initial wedding meeting, venue selection and venue walk-thru, Custom Design Board and blueprint meeting, recommended vendor meetings – floral, food tasting, linens, rentals, invitations, and lastly the timeline meeting, final wedding week overview.
- One-on-one communication with your planner throughout the process and wedding day
- Customized month-to-month planning checklist.
- Access to YKE Wedding Checklists
- Assist with wedding etiquette throughout the process.
- The ONLY systemized 4-Phase Planning Process in the industry – Vendor Coordination & Organization, Wedding Design & Custom Design Board, Wedding Timing & Logistics, & Day-of Wedding Coordination **SEE HOW IT WORKS BELOW:**

PHASE 1 - VENDOR COORDINATION & ORGANIZATION

- Attend your first meeting with me - "Getting to know you and your Wedding" – an in-depth overview of you and your fiancé, your wedding needs, and how the process works!
- Customized vendor referrals based on your wedding & personal style, your personality, and your budget (we won't just give you a generic "referral list")- referrals include: venue, photographer, videographer, floral, decor, furniture and rentals, lighting, linens, music and entertainment, officiant, invitations and other paper products, food and beverage, custom cakes and desserts, hair & makeup, bridal gown & wedding party attire, favors/gifts/welcome bags, room block recommendations, transportation, staffing, etc.
- I will set-up your client meetings with vendors
- I will review, negotiate and coordinate all of your contracts to maximize your wedding discounts.
- I will communicate with vendors throughout the process to save you time.
- I will arm you with vendor question worksheets when interviewing vendors.

PHASE 2 – WEDDING DESIGN & CUSTOM DESIGN BOARD

- Design meeting to discuss your inspirational photos (including how to organize your Pinterest), our recommended wedding looks for your wedding style, development of wedding color palette, and brainstorming session to create your unique one-of-a-kind wedding design.
- One-of-a-kind CUSTOM WEDDING DESIGN BOARD to be distributed to all of your vendors so they know your wedding look too!
- Unlimited recommendations of creative wedding design throughout the process.
- Guided meeting for floral and décor design with recommended florist.
- Set-up meeting to pick out rentals, including lighting, chairs, linens, tenting, charger plates, etc.
- Attend meeting for direction in design of invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage.
- Attend food tasting to assist in menu selections, dessert selections, food service timing, etc.

PHASE 3 – WEDDING TIMING & LOGISTICS

- Setup logistics meeting to discuss the last 6 weeks of the planning process – including assigning tables, vendor timing, and wedding week organization.
- Review contracts, accuracy of orders and banquet event orders to make sure we are organized before we head into wedding day.
- Vendor coordination of flow of events and timing from setup needs, to transportation organization of wedding party and guests to and from hotels, ceremony & reception, to clean up!
- Marriage licensing process
- Assist in final music selections and entertainment selections.

PHASE 4 – DAY-OF COORDINATION (2 Days!!)

REHEARSAL SERVICES

- Attend & direct rehearsal with Officiate or on-site coordinator, processional, recessional, timing & facilitate with hand-off of marriage license.

WEDDING DAY

- I coordinate from set-up to clean-up at the end of the event.
- Supervise vendor arrivals, load-in and set-up specific to client's signed contracts.
- Pin flowers, distribute bouquets, all personal flowers.
- Facilitate photographer with timing/ getting Wedding Party & family organized for photos.
- One-on-one coordination with the Audio Visual team & musical entertainment to run sound check & sound placement for ceremony, cocktail, reception, etc.
- Transport all décor & your wedding purchased items to ceremony, cocktail, & reception site.
- Review layout, table placement, and chair and place setting counts for each table.
- Set-up programs, personalized, escort cards, place cards, table cards, menus, favors, guest book, cake table, gift table, furniture, linens, napkin folds, sweets/dessert stations, etc.
- Coordination of processional, marriage license signing, grand entry, toasts, first dances, cake cutting, bouquet and garter toss, grand exit, misc. entertainment; with reminders to the couple throughout the reception so they can just enjoy having fun and not keeping time.
- Coordinate food service with vendor and entertainment timing.
- Bustle bridal gown.
- Transport gifts and gift cards to designated location.
- Distribute final payments and gratuities to vendors.
- Vendor cleanup coordination to make sure all of your wedding items get returned back to their proper location.
- Ensure personal items & purchased décor get returned to their proper location.
- Last minute misc. detail & design work based off client's design standard throughout the event.
- Wedding day emergency kit for all wedding mishaps.