

Yasmen Katrina Events

& WEDDING PLANNING

Full Service Wedding Planning

WHAT'S INCLUDED?

- Unlimited communication (including skype calls, phone calls and emails)
- Up to ten (10) consultation sessions including Initial wedding meeting to learn about your wedding vision, venue selection and venue walk-thru, presentation of Custom Design Board and blueprint, manage all vendor meetings on your behalf – floral, food tasting, 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 updates.
- Coordinate and manage guest accommodations and room blocks.
- Monthly budget management and updates – track scheduled payments, monthly payment reminders, and final payment organization.
- Access to YKE Wedding Checklists.
- Discounted package rates for wedding related party planning - engagement party, bachelor and bachelorette parties, rehearsal dinner, bridal luncheon, groom's party outing, day-after brunch, etc.
- Custom designed wedding website and management.
- 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 – from setup until clean-up at the end of the wedding night!!

SEE HOW IT WORKS BELOW:

PHASE 1 - VENDOR COORDINATION & ORGANIZATION

- Attend your first meeting with me – an in-depth overview of you and your fiancé, your wedding vision, and how the process works with us!
- 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 review, negotiate and coordinate all of your contracts to maximize your wedding discounts.
- I communicate with vendors throughout the process to save you time.

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 YKE 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.

- You pick your vendors and I attend all of your vendor meetings with you or on your behalf to design your wedding and present you with proposals, samples, and an overall design concept – including floral and décor design, rentals, including lighting, chairs, linens, tenting, charger plates, invitations, save-the-dates, and other paper products including - programs, escort cards, and personalized signage, and favors, etc.
- Attend food tasting to assist in menu selections, dessert selections, food service timing, etc.
- Create a customized wedding cocktail with the beverage manager.
- Crafting and assembling one-of-a-kind design elements.
- Make client approved wedding purchases on behalf of the client.

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.
- Assemble and deliver welcome bags for out of town guests, including a customized welcome letter.

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.