



Please review our full-service planning and design offerings. We aim to create a customized experience for our couples and clients, ensuring that no two events are the same! We would love to hear about your wedding or other special event. *Let's Chat - contact us at 502.309.4010 or info@vsievents.com !*

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#### COMPLIMENTARY CONSULTATION

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#### FULL-SERVICE PLANNING AND DESIGN INCLUDES:

- RFP presentation and sign off
- Event design and Vision Board Presentation
- Budget creation, review, and management
- Month of and day of service
- Location/venue scouting and recommendations
- Event timeline creation, review, and management
- Contract review
- Vendor Recommendations and general meetings
- Day of logistic management
- Transportation recommendations and accommodation recommendations
- Vendor Recommendations and appointment set up
- Custom stationery and other communications coordination (menus, save-the-dates, ceremony programs, RSVPs, invitations)\*
- Seating chart creation and review (if necessary)\*
- Includes coordination of staff for setup and teardown
- Vendor Follow-up Confirmations and Final Payments & Gratuities
- Detailed food and beverage plan
- Floral design, table tops, favors and linens recommendations
- Bridal gown, bridesmaids attire, and tuxedo consultation\*
- Attend and direct wedding rehearsal
- Ongoing etiquette advice
- Advice & Guidance on Surrounding Events and Celebrations (rehearsal dinner, hospitality suite, farewell brunch, showers, and parties)\*

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#### FOR AN ADDITIONAL FEE:

- RSVP handling\*
- Assist in writing toasts, speeches or readings for the ceremony or reception\*
- Assist in wedding website creation and management \*
- Create and deliver gourmet snack & refreshment baskets to the pre-ceremony venue\*
- Coordination and delivery of guests welcome packages to designated hotels
- Wedding Week Errands\*
- Post-wedding brunch or luncheon planning and design\*
- Rehearsal Dinner Planning and Design\*
- Bridal Shower Luncheon, planning and design\*

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*We can't wait to make your dreams a reality! **Please inquire for an accurate quote.***

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\*As needed depending on the service provided