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## THE CALLA LILY PARTIAL PLANNING PACKAGE

This package can be booked up to 12 months in advance of your wedding date. A 50% non-refundable retainer is due with a signed contract.

### PRE- WEDDING PLANNING

- Up to 7 hours of face-to-face consultations, vendor meetings, and site visits
- Unlimited email + phone calls
- Create list of “yet-to-dos” for the bride + groom
- Create an extensive wedding day timeline from setup to breakdown
- Assist in booking vendors still needed (up to 3 vendors)
- Monthly email check-ins
- Upon Request, assist with formulating a Floor Plan + Seating Chart
- Create ceremony + reception layout based on final guest count
- Coordinate inclement weather plan with couple

### VENDOR MANAGEMENT

- Contact all vendors and introduce ourselves as your coordinator
- Point of contact for all vendors (8) weeks prior to wedding date
- Obtain a copy of all vendor contracts to review + confirm details + Arrival/Departure
- Attend final venue walk through to familiarize vendors with event space, seating + room layout for the ceremony and reception

### OUT OF TOWN GUEST SERVICES

- Upon request, arrange hotel room block agreement for out-of-town guests
- Upon request, schedule group transportation for guests

### REHEARSAL SERVICES

- Arrange + coordinate wedding rehearsal
- Upon request, provide itinerary to wedding party with wedding day specifics

## WEDDING DAY

- Complete wedding day coordination (up to 10 hours) including setup + breakdown
- One additional assistant available to wedding day for up to 200 guests
- Oversee vendor setup of ceremony + reception space
- Point of contact for all vendors (answer questions, approve deliveries, troubleshoot)
- Set-up personal décor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart, menus, favors (Upon request, setup of DIY centerpieces + special décor. Additional fee may apply)
- Assist couple + wedding party as needed prior to ceremony
- Distribute bridal bouquets, boutonnieres + corsages
- Oversee check-in + pick-up of rentals
- Orchestrate + cue couple's entrance, dances, wedding toasts, speeches, bouquets toss, garter toss, + send off to adhere to timeline
- Manage + coordinate transportation for family + guests
- Conduct final lighting, sound, + temperature inspection
- Cue guest of honor + family for special moments
- Assist guests + answer questions as needed
- Deliver gifts, remaining ceremony + reception items to designated location or person
- Emergency Kit access