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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 35% non-refundable deposit is due with a signed contract.

PRE- WEDDING

- Unlimited email + phone calls
- Create list of “yet-to-dos” for the bride + groom
- Provide spreadsheet templates for the following: guest list, RSVP’s, seating plan, photography shot list, payment schedule, ceremony music, and reception “do not play” list
- Regularly check on client’s progress and to do list
- Walk through of ceremony + reception sites (2)
- Recommend venues + vendors
- Review all vendor details including confirming contracts + timing
- Point of contact for all vendors (8) weeks prior to wedding date
- Sourcing unique or hard to find items/services
- Assistance with Budget Management
- Rehearsal Coordination (Up to 2 hours)
- Assist with Floor Plan + Seating Chart
- Assist with Wedding Design
- Create a wedding day timeline
- Review all details + logistics planned for the wedding day

W E E K - O F WEDDING

- Attend final meetings with client
+ collect all wedding elements
- Confirm all details + arrival times for vendors
- Provide schedule for family
- Coordinate all printed materials
- Rehearsal management

D A Y - O F WEDDING

- Coordinate all aspects of ceremony + reception

- Ceremony + Reception Management (Up to 10 hours)
- Oversee check-in + pick-up of rentals
- Coordinate all deliveries + installations
- Distribution of final payments + gratuities
- Manage + coordinate transportation for family + guests
- Distribute flowers, bouquets, pin corsages + boutonnieres
- Organize + set-up escort cards, place cards + menu cards etc
- Conduct final lighting, sound, + temperature inspection
- Cue all music changes + speeches with band/DJ Guest List
- Cue guest of honor + family for special moments
- Serve as contact for all vendors
- Assist guests + answer questions as needed
- Deliver gifts, remaining ceremony + reception items to designated location or person
- After-event clean up. Assist with gathering all items belonging to the bride and groom.
- Emergency Kit access