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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

- 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)
- Up to two (2) in-person logistic planning meetings
- Customized venues + vendors recommendations
- 2-3 vendor research and bookings
- Review all vendor details including confirming contracts + timing
- Point of contact for all vendors (3) months 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
- Coordinate all details + logistics planned for the wedding day
- Coordinate wedding inclement plan

WEEK - OF WEDDING

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

DAY - OF WEDDING

- Ceremony + Reception Management (Up to 10 hours)
 - Additional hours can be purchased at \$150.00 per hour
- 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
- 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 wedding party, guest(s) 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
- Décor Set up
- After-event clean up. Assist with gathering all items belonging to the bride and groom.
- Emergency Kit access

* Labor intense set ups and breakdowns are an additional fee

2-hour setup window with multiple décor details and tables (example: 15 or more tables may require team of 3-5 especially if there are other tasks) are subject to an additional fee.